On the Applicant Login page, click "Create Account"
Fill in the form with the information requested (items with an asterisk * are required)
Click “Save”
You will receive an email confirming your account creation
You should now see your Profile page

Profile

If you are applying for Civil Service permanent or Extra Help employment and have no documents to complete below, please click on CIVIL SERVICE JOBS/APPLICATION in the menu bar above.

Candidate

Name: Kristen Mclure
Address: 807 9 Wright St
Champaign, Illinois 61820
Email: kmclure@illinois.edu
Profile Created: June 3, 2009 at 2:17 PM
Last Updated: June 3, 2009 at 2:17 PM

Documents to Complete

Documents that require or will allow an action will list Start or Edit under the Action column.

Once a document is completed, the Action column will display View and the Completed column will be populated with the data and timestamp of completion. Submitted documents can be viewed but not changed.

Key points for Civil Service and Extra Help:
If there are no documents listed below to complete, click on CIVIL SERVICE JOBS/APPLICATION in the menu bar above.
Once you have submitted an exam request, you can submit another by clicking on Edit next to the exam request form.
If you are applying for an exam at an Extension Office, you do NOT need to submit an exam request form.

No Documents to complete

Deadlines for Civil Service exam requests are posted on the Recruitment and Employment Web page:
http://www.pso.illinois.edu/employment/recruiting/recruitinfo1.html

Documents

For each job you have applied for, upload the necessary support documentation. For all positions, a resume and cover letter is required. For some positions, additional documentation may be requested.

Documents submitted may be viewed, but not edited, by clicking the document link below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Job Title</th>
<th>File</th>
<th>Uploaded</th>
</tr>
</thead>
</table>

No documents have been uploaded yet
At the top of the page, there are several different tabs that you can select:

- **SEARCH JOBS**
- **ACADEMIC JOB BOARD**
- **CIVIL SERVICE JOBS/APPLICATION**
- **CIVIL SERVICE ACTIVITY**
- **LEARN MORE**

Selecting the **SEARCH JOBS** tab allows you to search for positions by keywords, category, close date and location.

*If searching for Civil Service jobs, select “Civil Service Jobs/Application” from the top menu bar.*

### Keywords

Checks the titles and job description for the keyword, and returns any matching results that are found.

### Category

**Academic Professional**

Academic Professionals (APs) are generally salaried employees whose positions meet specialized administrative, professional, or technical needs. They perform high-level duties, and frequently they have specialized responsibilities in academic, research, or administrative areas. All APs must have at least a bachelor's degree in a field required by the position.

**Civil Service**

Civil Service employees support the mission of the University of Illinois by providing service and expertise in numerous areas of employment including professional, paraprofessional, clerical, technical, services, and crafts/trades. Civil Service positions are filled through a Civil Service testing process.

**Faculty and Other Academic**

Faculty members and other academic employees fulfill the teaching, research, and public service mission requirements of the University and pursue career paths within their professional disciplines.

Examples of faculty titles are Professor, Associate Professor, and Assistant Professor. Appointments for faculty must be tenure or tenure-track.

Examples of Other Academic titles include Clinical Associate, Instructor, Lecturer, Research Associate, and Teaching Associate. These positions are non-tenured/non-tenure-track.

### Close Date

The close date is the date the search closes and the posting will be removed from the Job Board.
Selecting the **ACADEMIC JOB BOARD** tab allows you to see a list of all open academic positions.

The Academic Job Board is currently in a pilot phase. To view additional job postings during this period, please visit: [https://netcache.illinois.edu/pandora-application/SearchFarm.cfm](https://netcache.illinois.edu/pandora-application/SearchFarm.cfm)

### Academic Professional
- **Assistant Director for Fraternity and Sorority Affairs - Dean of Students (A0910000)** Close Date: Apr 23, 2009
- **Visiting Assistant Director for UG Career Services - Business Career Services (A0910001)** Close Date: May 19, 2009
- **Visiting Environmental Assessments Specialist - Illinois State Geological Survey (A0910002)** Close Date: May 1, 2009
- **Visiting Operations Specialist - Agricultural & Consumer Economics (A0910004)** Close Date: May 15, 2009
- **Visiting Research Specialist - Illinois State Geological Survey (A0910005)** Close Date: Apr 24, 2009
- **Wetlands Geologist Specialist - Illinois State Geological Survey (A0910007)** Close Date: May 1, 2009

### Faculty and Other Academic
- **Lecturer, Department of Linguistics - F0910002** Close Date: Apr 17, 2009

For job openings at other University of Illinois campuses, please click on the campus below to be taken to their job board:

- [Chicago](#)
- [Bloomington](#)
- [Urbana-Champaign](#)
- [Global Campus](#)

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[Image]
Select the job you would like to review. If you want to apply for the position, scroll to the bottom and click “Apply Now”

## Job Details - Visiting Research Programmer, Department of Computer Science

<table>
<thead>
<tr>
<th>Title:</th>
<th>Visiting Research Programmer, Department of Computer Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category:</td>
<td>Academic Professional</td>
</tr>
<tr>
<td>Opened Date:</td>
<td>June 3, 2009</td>
</tr>
<tr>
<td>Close Date:</td>
<td>June 17, 2009</td>
</tr>
</tbody>
</table>

### Position Description

The Department of Computer Science is seeking a Visiting Research Programmer to take part in the development of Natural Language Processing and Machine Learning technologies embedded in a Web-based application. This position requires knowledge in one or more of the following: information retrieval techniques and tools, natural language processing, language models, machine learning techniques, and web programming (e.g., browsers plugins). Algorithmic maturity and experience dealing with large amounts of data are essential. Outstanding attention to detail is required, along with strong written and verbal communication skills and the ability to quickly learn new technologies. The Visiting Research Programmer will join the Cognitive Computation Group led by Prof. Dan Roth, to work on a standalone project with possibilities for commercialization.

### Job Duties Include:

- Designing and implementing algorithms, software systems and user interfaces
- Writing design documents and code documentation
- Interacting with other group members and presenting technical information

A minimum of a Bachelor’s degree in Computer Science or a related field is required. Individuals with a more advanced degree are encouraged to apply and salary will be commensurate with level of education and experience. This position will be available as soon as possible after the closing date, and is a 12-month, temporary, full-time academic professional appointment with standard University benefits with the possibility of becoming permanent at a future date. Salary is commensurate with education and experience. For full consideration, applications should be received by 01/09. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

To apply, please submit your application online at [http://www.cs.illinois.edu/jobposting.html](http://www.cs.illinois.edu/jobposting.html).

If you do not have internet access, please call Jennifer Dittrich at 217-244-6241 to make other arrangements for submitting your application. Refer to search #12399 in all communications.

Minorities, women, and other designated class members are encouraged to apply.

The University of Illinois is an Affirmative Action—Equal Opportunity Employer.
You should now see your Profile page

Scroll down to the section labeled “Documents to Complete”

Click "Start" to begin the 3 step application process.
Complete step 1 of 3 the “Employment Application”
Items with an asterisk * are required

If you have relatives employed by or on the Board of Trustees of the University of Illinois, click “Add”, fill in the information requested, click “Save”

Once the employment application is complete, Click “Save and Continue”
Complete step 2 of 3 the “Applicant EEO”
The information you provide is voluntary and has no impact on the selection process. The hiring unit will not have access to this information. Only the Office of Equal Opportunity & Access will be able to view the information and it is treated extremely confidentially.

Click “Save and Continue to Upload Documents”

<table>
<thead>
<tr>
<th>Date: 06/03/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name: McClure</td>
</tr>
<tr>
<td>First Name: Kristen</td>
</tr>
<tr>
<td>Middle Initial:</td>
</tr>
</tbody>
</table>

**Position Applied For:** Visiting Research Programmer, Department of Computer Science

**GENDER (Please choose one):**
- Female
- Male

**RACIAL/ETHNIC GROUP (Please choose one):**
- American Indian or Alaska Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.
- White, not of Hispanic origin: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African-American, not of Hispanic origin: Persons having origins in any of the black racial groups of Africa.
- Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines Islands, and Samoa.
- Hispanic or Latino(a): Persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

[Back | Save and Continue to Upload Documents | Exit]
Complete step 3 of 3 “Upload Documents”
Click “Add”
Fill in the information requested:

Name: Enter your name

File Upload: Click “Browse” to locate the document; once you locate the document, select it and click open

Document Type: Click on the arrow to view the drop down menu; select the type that best describes the document you are uploading.

Click “Save”

Continue uploading all required documents

Each document must be uploaded separately.

Check the job description to determine the documentation required to apply for the position. Some positions require more than a cover letter and resume and you will not be considered an applicant unless all specified materials are uploaded.

Check (✓) the box indicating that you agree with the statement

Once all documents have been uploaded and the box has been checked, Click “Submit”.

I certify that to the best of my knowledge the information provided to the University of Illinois in my application is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may mandate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it.

I agree to above statement

You must upload your documents to have your application and documents submitted for consideration and review. After you have uploaded your documents above you must select SUBMIT.

If you are not ready to submit, you can select exit. If you are not ready to submit, you can select exit. By selecting exit, the documents that you have uploaded will be maintained.
You should now see your Profile page.

In the “Documents to Complete” section, you can see the date and time that your application was completed. Under Action, you can select “View”, which will display the application that was submitted for the position. Also, in the “Documents” section, you will see each document that you uploaded for a specific job.

For additional assistance, please contact Academic Human Resources at (217) 265-6549 or send an email to jobs@illinois.edu.