

## Job Opportunities

Thank you for your interest in a career with Texas A&M University-San Antonio. On our campus, we embrace a culture of excellence that values equity and inclusion.

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Please read the following instructions to ensure successful submittal of your application. Applications are only accepted through the online job portal. Persons requiring accommodations, please contact Texas A&M-San Antonio Human Resources at (210) 784-2058.

### EXTERNAL APPLICANTS

If you are currently **NOT** an employee of The Texas A&M University System, please click on the [View Jobs](#) link below to view all employment opportunities.

**\*IMPORTANT** – During the initial part of the application process, you will have the option to ‘Quick Apply’ by uploading your resume or curriculum vita. This will auto populate various areas of the job application. If you prefer to not use ‘Quick Apply’, you will have another opportunity to upload all required documents in the ‘My Experience’ section of the application. You may upload required documents as a combined PDF or individually by clicking  up to 5 times, for each individual document (i.e. cover letter, unofficial transcripts, reference information, etc.). Please scroll to the bottom of the page to view the  option under Resume/CV, use this area to upload all required documents.

[Step by step instructions below](#)

[View Jobs](#)

### INTERNAL APPLICANTS

If you currently **ARE** an employee (e.g. faculty, staff or student worker) of The Texas A&M University System including its campuses and agencies, please click on the link below.

[Internal Applicant Instructions](#)

Contact Us

**PHYSICAL LOCATION**

**PHONE/FAX**

**EMAIL ADDRESS**

Modular Building #107(Located behind Central Academic Building)  
One University Way  
San Antonio, Texas 78224

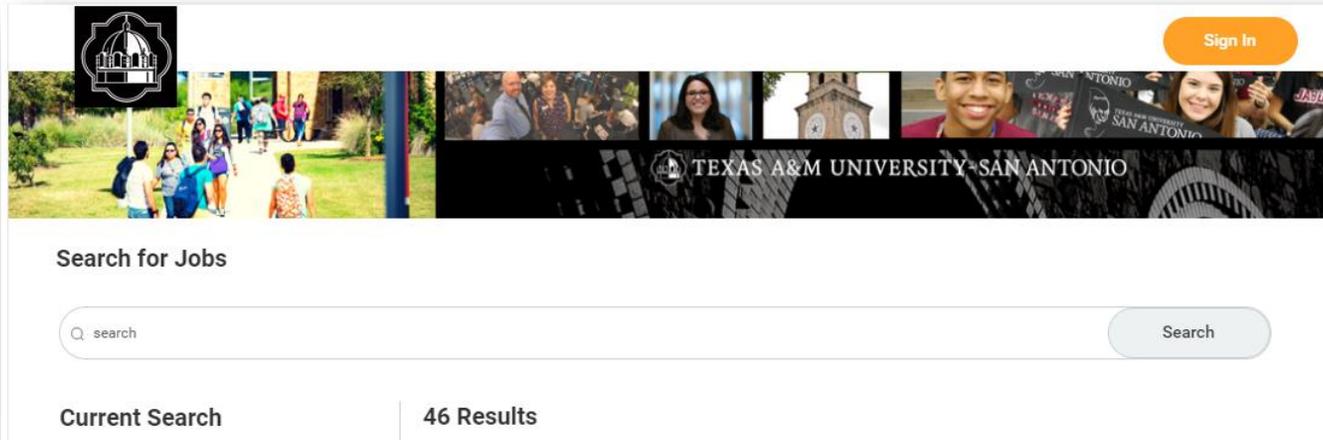
Phone: (210) 784-2058  
Fax: (210) 784-2056

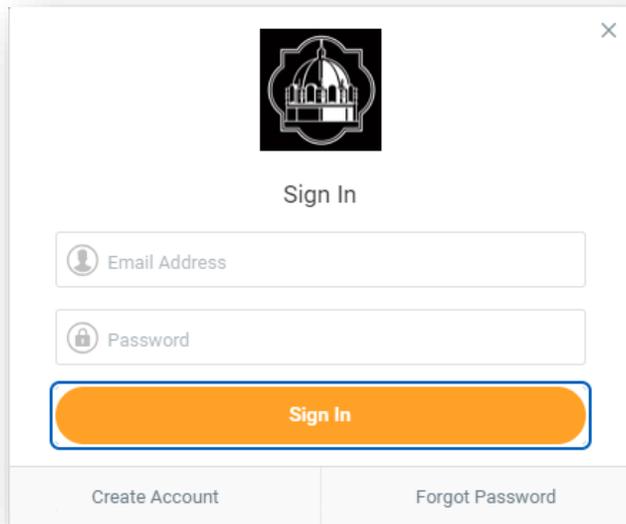
[hr@tamusa.edu](mailto:hr@tamusa.edu)

**Texas A&M University-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.**

**External Applicant Instructions**

Click on **‘Sign In’**, on the top right of the TAMUSA job opportunities webpage.





The screenshot shows a 'Sign In' form with a logo at the top left, a close button at the top right, and two input fields for 'Email Address' and 'Password'. Below the fields is a large orange 'Sign In' button. At the bottom, there are two buttons: 'Create Account' and 'Forgot Password'.

**New users:** Select the 'Create Account' option.

**Existing users:** Enter login credentials to access your applicant profile or 'Forgot Password' to retrieve password.



**Welcome,**

This is your candidate home page. From here you can review the status of your outstanding applications, follow up on pending tasks, etc.

**My Applications**

No Applications  
To get started, search for new jobs

Search for Jobs

**About Us**



Texas A&M University-San Antonio is one of the fastest growing universities in both the Texas A&M University System and the state. The University, which had operated as an upper-division institution since 2009, welcomed its inaugural class of 505 first-year students in August 2016.

With student enrollment over 5,500, A&M-San Antonio is quickly expanding to fill the grounds of its 700-acre campus in South San Antonio. Due to the rapid growth, the University's footprint is transforming with the construction of a new residence hall, Esperanza Hall which will be operational in Fall 2017 and the anticipated addition of a Science and Technology Building in Spring 2017.

A&M-San Antonio proudly offers 25 undergraduate degrees and 11 graduate programs with the lowest undergraduate tuition in the area. The University's core values of "Excellence, Student Focused, Audacious, Opportunity and Collaborative" provide a foundation for its world-class faculty to inspire graduates to be lifelong learners and responsible global citizens. A&M-San Antonio will continue growing as an economic and social catalyst while becoming nationally recognized for student and academic success.

Texas A&M University-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

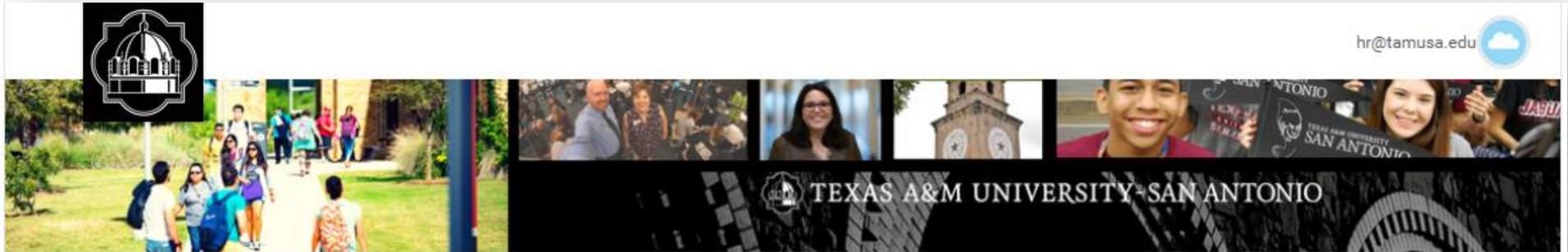
If you need assistance in applying for this job, please contact (210) 784-2052.

Useful Links:

- [Texas A&M - San Antonio Home Page](#)
- [Human Resources Home Page](#)
- [Annual Security Report](#)
- [Americans with Disabilities Act](#)
- [Benefit Programs](#)
- [Overview of TRS and ORP](#)
- [Summary of New Employee Benefits](#)
- [Cost of Living Calculator](#)

Select  to view all employment opportunities.

Previously submitted applications statuses will be listed under **'My Applications'**.



### Search for Jobs

Q search Search

Current Search

46 Results

San Antonio TAMUSA

Your full LinkedIn profile will be shared. [Learn More](#)

[Apply](#) [Apply with LinkedIn](#)

Once a position of interest is located, click on the title to review the position description. Select **'Apply'** or **'Apply with LinkedIn'** to initiate the application process.

## STEP BY STEP WORKDAY APPLICANT INSTRUCTIONS

Quick Apply

Howdy,  
Thank you for applying! If you would like to use Quick Apply, upload your resume or curriculum vita here (one attachment allowed). The information will be used to automatically complete various parts of the job application. Document details are provided below.  
If you prefer not to use Quick Apply, click the Next button to continue. You will have another opportunity in the My Experience section of this application to upload your resume or curriculum vita along with additional supporting documentation. Up to five documents are allowed.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here  
or  
Select files

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Next

**New users:** 'Quick Apply' option lets you upload your resume or curriculum vita to auto populate some areas of the employment application. Click **Next** to continue the application process.

Choose a quick apply option...

Use my last application.  
 Upload a new Resume or CV

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max) \*

Upload

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**Returning users:** You will be prompted to use information from previous application OR upload a new resume of CV.

**My Information:**

If the 'Quick Apply' feature was used at the beginning of the application process, please ensure the information was auto-populated properly.

If the 'Quick Apply' feature was NOT used, please complete all **\*required fields**.

Click **Next** to continue application process.

My Information

Country \*  
United States of America

Name

First Name \*  
[Text Input]

Middle Name  
[Text Input]

Last Name \*  
[Text Input]

Suffix  
select one

Address

Address Line 1  
[Text Input]

City  
[Text Input]

State  
select one

Postal Code  
[Text Input]

Email Address  
[Text Input]

Email Address  
hr@samusa.edu

Phone

Country Phone Code \*  
United States of America (+1)

Phone Number \*  
[Text Input]

Phone Extension  
[Text Input]

How Did You Hear About Us? \*  
select one

Have you ever previously been employed by the Texas A&M University System, including any of its campuses or agencies? \*  
 Yes  
 No

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Back Next

## My Experience

**Faculty:** Drop files or upload required documents in the **Resume/CV** area as requested in the posting. i.e.: CV, references, letter of interest, transcripts

**Staff:** Review 'Work Experience' if auto-populated from 'Quick Apply'; otherwise, enter \*required information. Click on 'Add' or 'Remove' to edit experience, education, or skills fields.

***\*IMPORTANT:*** This is the **ONLY** area you can upload required documents. Applications without required documents, as requested on the posting, will be considered incomplete.

***\*IMPORTANT:***

Do not proceed to the **Next** step until **ALL** required documents are **uploaded** in this page. You may upload up to 5 files.

Application questions and Additional Application Questions must be answered if marked with an **\*asterisk**. Click **Next** after each set of questions to continue with the application process.

Application Questions

If this position is located in the United States and you are selected, would you now or in the future require sponsorship for immigration-related employment authorization (e.g. H-1B, O-1, E-2, TN)? \*

select one

Do you qualify for State of Texas veteran employment preference based on the definitions below? \*  
 - Veteran is defined as a person who has served in the army, navy, air force, coast guard, or marine corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended; the Texas military forces as defined by Section 437.001; or an auxiliary service of one of those branches of the armed forces and has been honorably discharged from the branch of the service in which the person served. \*  
 - Surviving Spouse of a Veteran is defined as a veteran's surviving spouse who has not remarried. \*  
 - Orphan of a Veteran is defined as an orphan of a veteran if the veteran was killed while on active duty.

Veteran  
 Surviving Spouse of a Veteran  
 Orphan of a Veteran  
 I am not a Veteran  
 Decline to respond

I am 25 years of age or younger and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding my 18th birthday. If hired and claiming foster child status, you will be required to provide verification of such status. \*

select one

To comply with The Texas A&M University System policy on nepotism, answer the following question. Are you related to any current Texas A&M University System employee, official or regent? \*

select one

If yes, state his/her name, relationship and the A&M System institution or agency.

Have you ever worked for the State of Texas? \*

select one

If yes, please indicate the agency and start/end dates of employment.

Are you currently employed by the Texas A&M University System, including any of its campuses or agencies? \*

select one

Additional Application Questions

Please complete all questions for full consideration.

Please select the highest level of education you have completed. \*

High School Diploma  
 Associate's  
 Bachelor's  
 Master's  
 ABD  
 Doctorate  
 Other

**Voluntary Disclosures:**

You are not required to respond to the Voluntary Demographics questions; however, your response is important to meet federal and state reporting requirements.

**Terms and Conditions:**

Review the terms and conditions of the employment application and acknowledge by checking the certification statement.

Click **Next**

**Terms and Conditions**

I certify the statements made by me in this application and materials supplied by me as part of my employment application are true, complete and correct to the best of my knowledge and belief and made in good faith. I understand that any falsification, misrepresentation, or omission of fact made herein or at any point in the hiring process may (a) void my application, (b) be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered. I agree to revise this application should any of the information change.

I authorize Texas A&M System members to conduct checks relating to my employment, education and any licenses. I also authorize all current and prior employers to provide full details concerning my past employment and I release them from all liability that may result from providing such truthful information. I understand that this history check may be required as specified by the appropriate System Member.

The Texas A&M System members are at-will employers and may dismiss employees with or without cause. I understand that if employed by a member of The Texas A&M System I will be an at-will employee and may be dismissed from employment with or without cause unless I have a legally different status.

I understand that if I am male, I am required to sign a Certification of Registration Status for the Selective Service as a requirement for employment. I further understand if I am a male age 18 through 25, I must show proof of registration with Selective Service at the time of hire.

I understand that any offer of employment is contingent upon my completing the U.S. Citizenship and Immigration Services Form I-9 and providing documents to verify my identity and employment eligibility as required by law. When completing the Form I-9, I will be required to attest that I am a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work. I understand that as conditions of employment, I will be required to comply with U.S. export control regulations, clear a background check, and provide the TAMUS member all required employment documentation.

I acknowledge that by checking the certification statement below, I am ELECTRONICALLY SIGNING the Employment Application and attesting to the accuracy/veracity of all information entered.

Yes, I have read and consent to the terms and conditions \*

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Back

Next

Voluntary Disclosures



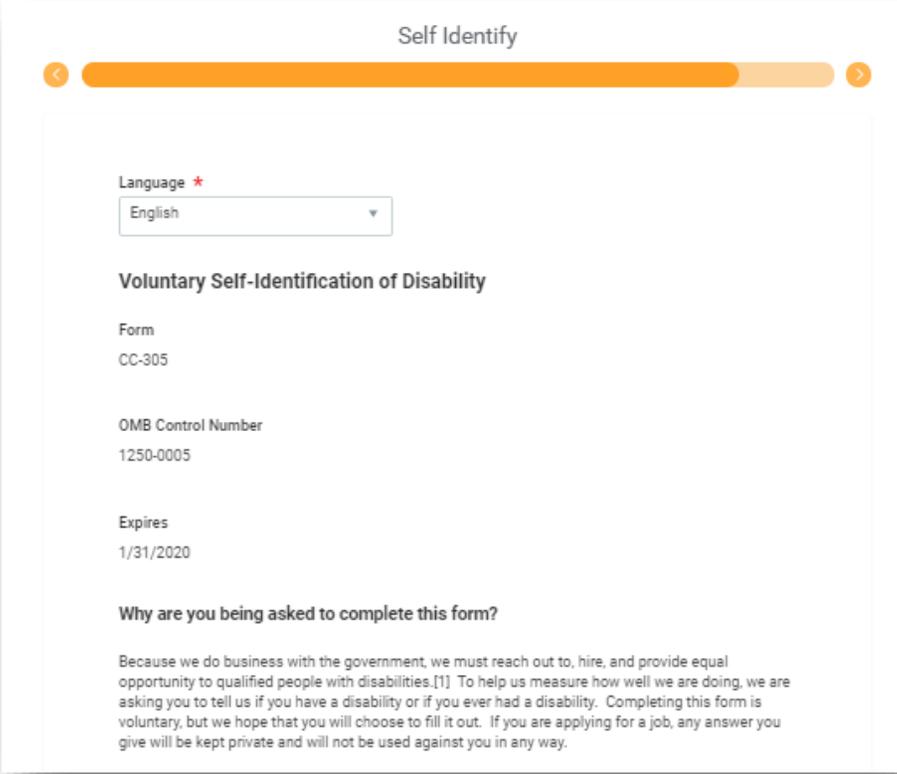
**Voluntary Demographics**

You are not obligated to respond to the voluntary demographic items below, however, your response is important to meet federal and state reporting requirements. Information you provide will remain confidential in accordance with applicable federal and state regulations.

**Self Identify:**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary.

Click **Next** to continue with the application.



The screenshot shows a web form titled "Self Identify". At the top, there is a progress bar with an orange segment on the left and a light orange segment on the right, flanked by left and right navigation arrows. Below the progress bar is a dropdown menu for "Language" with a red asterisk, currently set to "English". The main section is titled "Voluntary Self-Identification of Disability" and contains the following information:

- Form:** CC-305
- OMB Control Number:** 1250-0005
- Expires:** 1/31/2020

Below this information is a section titled "Why are you being asked to complete this form?" with the following text:

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

Review

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**My Information**

Name  
[Redacted]

Address  
[Redacted]

Email  
[Redacted]

Phone  
+1 (956) 327-6616

How Did You Hear About Us?  
Referral

Have you ever previously been employed by the Texas A&M University System, including any of its campuses or agencies?  
No

**Work Experience**

Job Title  
hr

Company  
tamusa

From  
1/2019

To  
4/2019

**Resume/CV**

 Curriculum Vitae-ROGarcia\_2.pdf

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Back Submit

**\*IMPORTANT\***

**REVIEW**

This is the last step prior to submission of the employment application. Review the information you entered to ensure accuracy of information. **SCROLL** down to the bottom of the page to ensure the required documents were successfully submitted and listed under **Resume/CV**.

If the documents were not successfully uploaded click on 'Back'. If application is complete, click 'Submit'

Back Submit

**\*NOTE: Applications cannot be revised after they are submitted. Make sure your application is complete.**