

Applying for Jobs at Columbia University

Please follow these detailed instructions to create a Master Application and apply for jobs at Columbia University in the City of New York.

OVERVIEW

Please read all instructions on the Jobs at Columbia home page before beginning.

Create only one username and password for logging into the system.

Create a Master Application, which records your basic information.

Search the jobs database and apply for open positions. The information from your Master Application will appear automatically on your application for each position.

MASTER APPLICATIONS

Please read all instructions and questions carefully

To navigate, use *only* the buttons on the bottom of the application pages. *Do not* use your web browser's navigational toolbars.

Complete all required fields.

You will not be allowed to continue to the next page if any required fields contain errors or incomplete information.

Be sure to save your application by clicking on the certification check box.

SEARCHING & APPLYING FOR OPEN POSITIONS

View the database of open positions using the "search" tool.

Verify that you meet the minimum qualifications.

Apply for each open position separately.

Attach any cover letters or résumés to individual positions.

Application Status:
Due to the high volume of applications, only those applicants identified for an interview will be contacted by a hiring manager.

For assistance with applying for positions, please visit:

Columbia University Employment Information Center
3180 Broadway (at 125th Street)
Monday to Friday, 9AM – 5PM
(212) 851-1551 Email: communityjobs@columbia.edu

community-jobs.columbia.edu

Jobs at Columbia – view open positions and apply at jobs.columbia.edu