Overview/Description
This document provides step-by-step instructions on Applying for Jobs. This process reviews Applicants navigating to the Careers Portal and applying for Job Openings.

Prerequisite(s)
N/A

Instructions
In order to Apply for Jobs, navigate to the “Careers” portal of the USG Institution posting the Job Opening.

Navigation
USG Careers Portal

1. Navigating the Careers Portal Welcome Page

   ![Georgia Southwestern State University Careers](image)

   a. If an Applicant signs in, the system knows who he/she is and does not require the rekeying of any existing data into the system.

<table>
<thead>
<tr>
<th><strong>View All Jobs</strong></th>
<th>Shows all Job Postings. Applicant can sort or filter accordingly.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Job Notifications</strong></td>
<td>View online offers, disposition, interview notification, etc.</td>
</tr>
<tr>
<td><strong>My Job Applications</strong></td>
<td>Stores current Job Applications that are in progress and not submitted</td>
</tr>
<tr>
<td><strong>My Favorite Jobs</strong></td>
<td>Stores favorite jobs</td>
</tr>
<tr>
<td><strong>My Saved Searches</strong></td>
<td>Search criteria that has been previously saved by the Applicant. No need to rebuild complicated searches.</td>
</tr>
<tr>
<td><strong>My Account Information</strong></td>
<td>Change/update contact information</td>
</tr>
</tbody>
</table>
2. Search Jobs

a. An Applicant can search **Job Openings** by using a keyword and narrow down results using the filters to the left. **Note Applicant can apply without a job as well.**

b. Applicant can sort or filter accordingly.
3. Applying for Jobs

a. Select the Job Posting applying for to open the details of the Job Posting and Click “Apply for Job”.

![Job Posting Image]

**Job Summary**

Operation Family Caregiver (OFC) is a unique coaching program launched in 2013 by the Rosalyn Carter Institute for Caregiving (RCI). The program provides free and confidential support to the families of those who have served our nation and returned home with invisible injuries (including post-traumatic stress, traumatic brain injury, and other federal disabilities). OFC is delivered by a coach, who trains and empowers people in this new role of “caregiver.” The program has reached nearly 1,000 families to date and has resulted in reduced caregiver depression and improved health outcomes, and an increase in caregiver satisfaction with life.

The Program Manager position will be responsible for managing the day-to-day aspects of the program, including supervising staff, establishing and managing relationships with partners (in collaboration with the executive director), processing the application of caregivers, matching caregivers to patients, and tracking relevant communications, data analysis, and research as it relates to the program. They will also work closely with the Program Director to ensure a smooth transition to a new program director. The successful candidate will be an experienced professional who has expertise managing multiple priorities, can communicate efficiently and effectively with various stakeholders, and is successful at developing and managing relationships.

This is an established program in its fifth year, successful so far and ready to scale. We are currently putting in place new systems that will position the program for growth, including designing a new data collection system, conducting new content performance, and completing a program evaluation that will help identify what has worked and what direction the program should be going forward. We are looking for a Program Manager who can learn from these findings and use the new systems as a foundation to take the program to the next level. This may require updates to program protocol and procedures, so experience with program development and implementation will be beneficial.

Because RCI is headquartered in Southeastern Georgia, one of the key responsibilities for this position is to strengthen Operation Family Caregiver’s presence and relationships within the military and community in the area. This will require being highly visible serving as a spokesperson at conferences and special events, and meeting with people of all ages and backgrounds. As such, the Program Manager should have experience or an understanding of military culture.

The Program Manager for Operation Family Caregiver will report to RCI’s Executive Director who is based in Atlanta, Georgia. This is a remote position, and a successful candidate will be self-motivated and resourceful. Someone successful in this position will be collaborative and work well in partnership with others. Occasional travel will be required.

This is a grant-funded position, and employment is contingent upon grant funding.

**Responsibilities**

- Design, implement, and coordinate program activities and conduct research to achieve program goals.
- Collect and analyze information relevant to programs.
- Develop and maintain a comprehensive monitoring and evaluation plan.
- Coordinate program activities, site visits, outreach activities, and events.
- Keep up to date on information shared and projects and programs reports on projects.
- Facilitate communications by assessing partner inquiries, and presenting activities and results.
- Supervise and support outreach staff to locate and reach military caregivers who could benefit from this program.
- Support communications staff in developing collateral materials, social media posts, talking points, and other communications materials to contribute to issue awareness and generate referrals.
- Support redeployment meetings with veterans and military organizations, social service and community care providers, acting as an ambassador for OFC.
- Perform other related duties as assigned.

**Required Qualifications**

- Bachelor’s degree in a related field.
- Experience in, and familiarity with, military culture.
- Valid driver’s license.
b. **Step 1 – Start:** Read the requirements of the Job Posting. If you agree to the Terms and Conditions Statement, check the box and Click **Next**.

![Image of the application form](image)

**Step 1 of 8: Start**

This job application allows you to attach a resume and has a number of sections, ranging from qualifications to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Note: All required documents MUST be attached or your application may not be considered. See the Required Documents to Attach section on the job posting for details.

For technical support, please contact the Shared Services Center at (877) 251-3644 or oneusgsupport@ug.edu.

For questions about this position, please contact the Georgia Southwestern State University Office of Human Resources at (229) 333-2000 or hr@gsu.edu.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox, you indicate that you have read and understood these Terms and Conditions, and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the text button.

**View Terms and Conditions**

- [I agree to the Terms and Conditions](#)

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c. **Step 2 – Resume/CV:** Attach Resume/CV, Cover Letter or any other documents pertinent to applying to the Job Posting and Click **Done**, once complete. Click **Next** (The option to return to Previous pages can be done by selecting).
d. **Step 3 – Additional Attachments**: To be considered for a Job Posting the required documents must be attached. **Additional Attachments** can be attached here. Select **Add Attachment** type and add **Attachment Title**. Click **Continue**. Upload **Additional Attachment**. Click **Done** once the upload is complete. The option to “**Use a Different Attachment**” is given, if the **Additional Attachment** needs to be changed. If there is no change, Click **Done**. Click **Next** (The option to return to Previous pages can be done by selecting).
Step 3 of 8: Additional Attachments

All required documents must be attached or your application may not be considered.
See the Required Documents to Attach section on the job posting for details.

Add Attachment

*Attachment Type

- Certification Information
- Curriculum Vitae
- Leadership Philosophy
- Letter of Recommendation
- License Details
- Media (Audio/Visual)
- Other
- Personal References
- Portfolio
- Professional References
- References
- Research Interest
- Sample of Curriculum
- School Schedule
- Teaching Philosophy
- Transcripts
- Win/Loss Record
- Writing Sample

Add Attachment

*Attachment Type: Professional References

*Attachment Title: Professional References

Continue
e. **Step 4 – Qualifications (Work Experience, Degrees, Honors and Awards, Language Skills, and Licenses and Certifications):** Each of the Qualifications sections can be completed by Clicking on the corresponding button.

Once you are done completing one Qualification section, Click **Done** to advance to next Qualifications section. After completing all of the Qualifications sections, Click **Next**.
Adding Work Experience
f. **Step 5 – Questionnaire**: Questions included in the Questionnaire must be answered by the Applicant in order to be considered for a Job Posting. Completion of this step is required to advance to the next step. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).
g. **Step 6 – Reference and Referrals:** After **Adding References**, identifying the **Referrals**, and Identifying if you are a **former employee**, Click **Next** (The option to return to Previous pages can be done by selecting).
h. **Step 7 – Self – Identify – Disability:** You are invited to provide the information requested regarding **Disability.** Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).

![Image of form](image)

![Step 7 of 8: Self-Identify - Disability](image)

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunities to qualified people with disabilities. 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.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Migraine
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

**Please select one of the options:**

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON’T HAVE A DISABILITY
- I DON’T WANT TO ANSWER

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

1Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 3 minutes to complete.

i. **Step 7 – Self – Identify – Veteran:** You are invited to provide the information requested regarding **Veteran status.** Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).
Step 7 of 8: Self-Identity - Veteran

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans, (2) recently separated veterans, (3) active duty wartime or campaign badge veterans, and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
  - A person who was discharged or released from active duty because of a service-connected disability.

- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

- An " Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12895.

Protected veterans may have additional rights under VERSERA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-VETS.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed
  - Disabled Veteran
  - Recently Separated Veteran
  - Active Duty Wartime or Campaign Badge Veteran
  - Armed Forces Service Medal Veteran
  - I am a protected veteran, but I choose not to self-identify the classification to which I belong
  - I am not a protected veteran
  - I am not a veteran

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, excluding special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or status of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of...
**j. Step 7 – Self – Identify – Diversity:** You are invited to provide the information requested regarding Diversity status. Once complete, Click Next (The option to return to Previous pages can be done by selecting).

**k. Step 8 – Review & Submit:** After reviewing all 7 Steps in Applying for Jobs, use Step 8 to verify all information. Once complete, Click Submit (The option to return to Previous pages can be done by selecting).
I. **Application Confirmation** will be received when **Applying for Jobs** has been successful. An Applicant can view the status of their submitted Applications, Open Application, and/or withdraw from an Application, if desired by clicking on the “**Careers**” link. The “**Careers**” link will return the Applicant to the **Careers Portal Welcome Page**.