



The Cooperative Extension Service is part of the University of Arkansas' Division of Agriculture. With offices in all 75 counties, our faculty and staff provide educational programs and research-based information to the people of Arkansas. From agricultural programs to family financial management to youth education, we offer educational programs that have immediate and practical applications. Our classrooms are found in open fields or on the tailgate of a pickup, in community centers and public schools, in the classroom and in the lab. *Arkansas is our campus and you are our future!*

If you would like to make a difference in the lives of Arkansans and join the Cooperative Extension Service team, visit our new electronic employment Web site. This convenient new service is making the employment process more efficient and effective for job seekers and hiring managers...and it's all online!

How it Works:

To use the Employment Online System, follow these easy steps:

1. **Go Online.** Visit the Employment Online System at <http://jobs.uaex.edu>.
2. **Log In.** First, create a username and unique password. Log in using your username and password. Log out each time you leave the site.
3. **Search for Jobs.** Search all current openings at the UA Cooperative Extension Service.
4. **Apply.** Complete an application to apply for any job for which you meet the minimum qualifications. In addition to the application, you can attach documents including resume, cover letter and transcripts in an electronic format.
5. **Manage Jobs.** Check the status of all jobs for which you have applied, add additional documents or withdraw your application. Update and edit your application at any time by using your username and password.



Frequently Asked Questions

Can I apply directly with the hiring department?

No. The jobs.uaex.edu online employment site is the central point for all advertised positions with UA Cooperative Extension Service. Only applications submitted through the site will be considered for employment.

Where can I view job postings and apply?

Applicants can view open job postings and submit an application via a computer with Internet access. Please check with local libraries or other public facilities that provide free computer access to the Internet. In addition, you may use computers located at your local county extension office by making an appointment.

What information will I need before I apply?

The online application system will require that you have an e-mail account. You will be asked to provide personal information such as name, address, phone number, previous employment, education, as well as contact information regarding your employment history and references. You may also be required to submit several documents with your application in an electronic format, such as a resume, cover letter, or an unofficial transcript.