COLLEGE OF SOUTHERN NEVADA

CSN's Online Application System – Adjunct (part-time) Faculty Positions

Follow These Easy Steps To Apply Today

1. ***Visit the CSN Jobs Website***
   Go to www.csn.edu/jobs and select "Adjunct (part-time) Faculty".

2. ***View the Jobs***
   Scroll through the open positions and click on "View" to look over the entire job posting.

3. ***Apply for Jobs***
   Find a job that matches your qualifications and click "Apply for this Position" to apply right from the job posting.

4. ***Log-In and Complete Application***
   If you are new to the system, click "Fill out a new Application" and follow the directions to create your user name, password and then on-line application. If you are a returning applicant, log-in using the user name and password that you created. You will see the Data Summary of the information you have previously entered (Note: the application for full-time and part-time faculty positions are slightly different, so please make sure you are selecting and viewing the correct version). If everything is still correct, scroll down to the bottom and click "Continue with this Data". The system will then take you to the Attach Documents screen. If you would like to make any changes to your saved documents, you can remove and attach new documents at this time. Once complete, click on "Finish Attaching Documents" and then click "Yes" to confirm and get your confirmation number.

5. ***Application Status***
   You will be able to log-in and check the status of any jobs for which you have applied.

6. ***View/Edit Applications***
   You may view and/or edit your existing applications and attached documents prior to applying for each specific job posting, or you may complete a new application type. If you need to add additional information to your application after you have applied and received your confirmation number for that position, please contact the HR Recruitment Department at hr.recruitment@csn.edu.

7. ***Log-In/Log-Out***
   Be sure to log-out every time you leave the system. You will be able to log-in again with the user name and password you created.

For addition information, please refer to the Adjunct (Part-Time) Faculty Applicant Tutorial, Frequently Asked Questions, or contact the Recruitment Department at hr.recruitment@csn.edu.

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