UNCG Application

To fill out the UNCG application:

a. Go to https://jobsearch.uncg.edu/ and click on Create Account. Once your account is created, make sure you are logged in.

b. Then click on the Temporary Staff link at the bottom of the “Staff” column (see the red arrow).

c. Look for the position titled Temporary Administrative Support Specialist and click the link to view the position.

d. Click on the Apply to this job link (at the top of the job posting). Answer all the questions. If you do not already have an account, you will need to create one.

e. When you are finished answering all the questions, click on Print Version.

f. Print the completed application from the new window that pops up.

g. Sign and date the application. Submit signed copy with the ACCESS application.

h. After printing, SUBMIT the UNCG application online.