

University of Alabama at Birmingham - Advancement Careers FAQ

Office of Advancement Hiring Process

How long do searches take?

Searches tend to take longer in higher education than they might in the private sector. Anticipate that a search for an administrative professional role at UAB may take between two to five months, from the time a role is advertised to the time someone is hired into the position. We appreciate your patience as we work through this process, and we are happy to provide you with updates about a particular search at any time.

How do I apply?

In order to be considered for any position at UAB, you must submit an application through the [UAB Careers website](#). If you are interested in applying for a role with University Advancement, you may view our open roles on our [UAB Advancement website](#). Each open role will have a redirect to its application on the UAB Careers website. All of our open roles will be posted on our careers website and the UAB Careers website. You must submit your application through the UAB Careers website or we will not receive your application, even if you see the job advertised on another site.

If I am applying to multiple roles, do I need to complete an application for each one?

Yes, each position requires a separate application to be submitted for consideration.

I've submitted my application, what happens next?

The hiring manager will thoroughly review applications while the job is posted. If you are chosen to move forward, you will be contacted directly about next steps in the process including a phone screening. If your application is not chosen to move forward, your status in our system will be updated to "Not Selected". You can check your status by logging into the UAB Careers site and selecting "My Jobpage". If you have a question about your application status, or you would like an update on the status of the hiring process for a specific UAB Advancement position, please reach out to Karley Eldridge (advcareersinfo@uab.edu).

What does the interview process look like?

Our first round of interviews are done via phone interviews. Candidates who are selected to move forward to a finalist interview will typically be invited for an in-person, on-campus interview. During this on-site interview, candidates will meet with key stakeholders to gain a better understanding of the

position, department, and UAB. The length of the on-site interview varies, but you can expect to be on campus for 2-6 hours, depending on the position and hiring unit.

I have completed my on-site interview. When can I expect to hear something?

After the final interviews with all candidates, the Hiring Manager will evaluate the results of the interviews and determine their hiring recommendation. It is also during this time that references are checked. You will always be notified prior to us contacting your references. This process usually takes between 1-2 weeks. Once a hiring decision is made, the chosen candidate will be presented with a verbal soft job offer contingent on a successful background check. After the background check has been completed and the results are successful, an official offer letter will be sent to the candidate where the start date will be determined.

I understand the University has to complete a background check. What all does that cover?

The background check is sent through a third-party vendor that is contracted through UAB. The background check will include a criminal history background check, degree verification and employment history including the potential hires current employer. Background checks can take 3 business days – 3 weeks. Each situation is different and we ask that you stay patient while in this process.

University Advancement Recruiting

How can I learn more about working for University Advancement?

Please visit our careers website at <https://www.uab.edu/advancement/careers>, or reach out to Karley Eldridge. We would be happy to set up some time to chat with you about careers with University Advancement, what it is like to work at UAB, and our current and future positions.

I don't see any available jobs on your website. Are you still hiring?

While we may not have any jobs posted currently, our hiring needs are always evolving. If you contact us, we can let you know what positions may be available in the future.

I am not ready to make a job change just yet, but I am still interested in learning about working for UAB. Should I wait to reach out?

No, please feel free to reach out at any time! We are happy to keep you updated about new developments in UAB Advancement and, when the time is right, we can discuss what open positions might be of interest to you.

How can I stay connected with University Advancement?

There are several ways:

- Connect with UAB Advancement on LinkedIn.
- Keep an eye on our website for updates about UAB happenings.
- Complete a career interest form on our UAB Advancement Careers page.

I have another question that was not answered by this FAQ.

Please reach out to Karley at advcareersinfo@uab.edu for additional questions, feedback, or assistance with your application materials.