View Job Openings

1. If you know the job title, job number, or other information about the job opening you are looking for, you can use the Search Jobs bar on the Careers homepage to search for the opening.

2. To view current job openings, click the View Latest Jobs button.

   a. The Search Jobs page will display showing current job openings.
The jobs displayed can be filtered by choosing options from the menu on the left-side of the page.
b. Once an option is selected, it will display above the filtered search results.

c. Filters can be removed individually by clicking the X icon on the displayed filter, or by clicking the Clear All link, which will remove all filters currently applied.
d. Current jobs and job search results can also be sorted by clicking the Sort menu button and choosing one of the options displayed.

3. To view a specific job listing, choose the opening you want to view from the list of search results.
a. The Job Description page will display.

b. The currently viewed job posting can be added to your favorites by clicking the Add to Favorite Jobs link. The currently viewed job posting can also be emailed by clicking the Email this Job link.

c. Enter an email address in the To field and your name in the Your Name field. Click the Send button in the top-right corner.
Note: This email contains two links, one for External users and one for Internal users so the generated email can be sent to either.

d. To view other job openings, click the <Search Jobs (Back) button.

Job ID 22387
Location Columbia

⭐ Add to Favorite Jobs

✉ Email this Job
4. You can save a search if you have selected filters by clicking the **Save Search** link.

   a. Enter a name for the search in the **Search Name** field.
   b. You can also have an email sent to you when a job is posted that matches the saved search criteria by checking the corresponding **check box** and entering an email address in the **Email To** field.
   c. Click the **Save** button to save the search.
5. To return to the Careers page, click the <Careers (Back) button.