

Resources for Applicants

Frequently Asked Questions

Application Process

How do I view and apply for jobs at SJU?

To review available jobs, please visit the [SJU Employment Portal](#). All open positions will be displayed here. Positions are marked if they are open to internal applicants only. An internal applicant is one who currently, at the time of application, is employed by Saint Joseph's University.

All applications should be submitted using the online application process. You will need to Create a New Account to submit your application. Once you click on Create a New Account, you will be guided through the application process. You will use the same log in information each time you apply for a job.

If you need assistance with completing the online application during normal business hours, please contact the Saint Joseph's University Applicant Line at 610-660-1290. If you require computer access or prefer in-person assistance, you may also visit the Saint Joseph's University Office of Human Resources (on City Line Avenue near the Corner of 54th Street) Monday through Friday, 10 a.m. to 4 p.m.

How will I know if my online application was submitted successfully?

You will receive an immediate confirmation once you have completed the online application process. To ensure that the information you submitted was completed accurately, you are encouraged to log back in to your account and review your information.

If I don't have a computer, how can I apply for positions at SJU?

You may visit the Saint Joseph's University Office of Human Resources (on City Line Avenue near the Corner of 54th Street) Monday through Friday, 10 a.m. to 4 p.m. Computers are also available at most public libraries.

What if I forget my username or password?

Go to the login screen on the [SJU Employment Portal](#) and click on "Forgot your username or password?" You will need to enter your email address. Once submitted, an email message with the subject line "An Applicant has requested a password reset" will be sent to the email address associated with your user profile. Please click on the link in the e-mail and follow the instructions to reset your password. You will receive an email confirmation when your password has been successfully reset.

What happens after I submit my application for a position?

You will receive a confirmation when you have successfully applied to an open position. Your application and qualifications will be reviewed by the hiring manager for the minimum qualifications and the department's preferred skills and experience for the position. The hiring manager will contact an applicant directly if they are interested in arranging an interview. Following the interviews, the hiring manager will select the most suitable candidate for the position.

How are individuals selected for interviews?

The hiring department determines which applicant they are interested in interviewing for an open position. If the hiring department is interested in interviewing an applicant for a position, they will contact the applicant directly by phone or email.

How do I know if a job at SJU is still open to new applicants?

Any position that appears on the [SJU Employment Portal](#) is still accepting applications. You may also check the status of positions you have directly applied for through your account.

How long does a position remain open?

Saint Joseph's University does not have defined closing dates for positions. A position will remain open until the hiring manager has determined they have enough qualified applicants.

How will I know if a position I applied to has been filled?

Once a position is filled all applicants will be notified automatically by a system-generated email. However, if you were selected for an interview you should hear from a member of the department directly prior to receiving the system-generated email.

Who can I contact if I need an accommodation for special assistance in completing my application?

If you are a person with a disability and require assistance with the employment process, you may visit the Saint Joseph's University Office of Human Resources (on City Line Avenue near the Corner of 54th Street) Monday through Friday, 10 a.m. to 4 p.m.

Application Status

How do I check the status of my application?

To check the status of your application, please visit <https://jobs.sju.edu>. You will log in with the username and password you used to apply. You will then need to select "Your Applications" on the left hand side, where you will see the most updated status of your application.

When can I expect to hear about the status of my application?

You can monitor the status of your application online. The hiring department reviews the applications and if the hiring department is interested in speaking with you regarding the position, they will contact you directly. We regret that due to the volume of applicants Saint Joseph's University receives, we are unable to respond to each candidate individually regarding the status of their application.

Who can I talk directly to about a job I have applied for?

The hiring manager will contact you directly if they are interested in speaking with you about a position you applied for. We regret that due to the volume of applicants Saint Joseph's University receives, we are unable to respond to each candidate individually regarding the status of their application.