

Join the Employees at Sac State

APPLY NOW!

Staff and management positions are non-faculty positions that are established to provide direct support and leadership ensuring Sac State continues to provide world-class, affordable education in the political, cultural, and economic heart of the Golden State.

Staff and management personnel serve in vital roles providing academic and administrative support and leadership to the university. Staff and management personnel are integral to the success and contribute to serving the diverse Sac State students, prospective students, alumni, faculty, and community members.

California State University, Sacramento encourages applicants from every race, gender, color, ethnicity and national origin, as well as veterans and the disabled, to ensure that all qualified individuals have an equal opportunity for employment at the University.

SEARCH and **APPLY!** <https://csus.peopleadmin.com/>

APPLICATION NEXT STEPS

I have submitted my application. What's next?

Human Resources retains your application until the Priority Review date. On the Priority Review date, applications are released to the Search Committee so they can begin review and evaluation of the application materials. After the applications are evaluated, applicants will be contacted for interviews.

What is the typical timeline of filling a vacancy?

Weeks 1-2	Weeks 3-5	Weeks 6-9	Weeks 6-9
Applications are received	Applications are reviewed and evaluated	Interviews are held	Candidate is selected and a start date is negotiated

While this is not the timeline for every recruitment, positions are typically filled within 12 weeks from the date of posting.

I am an internal applicant. Will my application be reviewed prior to external applicants?

On-campus employee applications meeting the California State University Employees Union (CSUEU) hiring preference may be reviewed prior to external applicants and other on-campus employees who are not CSUEU employees.

Student Assistants and employees in "Emergency Hired" positions for less than 91 days do not meet this hiring preference.

What does "Open until Filled" mean?

"Open until Filled" means the vacancy will remain posted and applications will be accepted until the position is filled. Applications are typically reviewed within two weeks of the posting date.

The position I am interested in has a close date. How late can I submit my application?

The posting remains open until midnight on the closing date. Applicants are able to submit applications until 11:59 a.m.

It's been three months since I applied to a position. Will I be contacted if the position has been filled?

Once a candidate is selected and the position is filled, all applicants will receive an email notifying them of the hiring decision.

If I am selected, am I required to go through a background check?

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.