

## How to apply for a University of North Alabama Graduate Assistantship

1. You will first have to create a LionJobs Account

Visit <https://www.una.edu/career/> and click on [LionJobs](#) and then Click Sign-up

**UNA**  
career center

### Sign In

SIGN IN WITH FACEBOOK SIGN IN WITH LINKEDIN

OR

**Please enter your username and password.**

Username  
(Your user name)

Password

LION JOBS SIGN IN

[Forgot Password](#)

**Sign Up**

Signing up takes just minutes.

SIGN UP

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)

**DISCLAIMER :** The UNA Career Center acts only as an intermediary between employers posting opportunities and candidates searching for opportunities. We verify the authenticity or legitimacy of the positions that are posted to the best of our ability. However, due to the volume of jobs received, we are unable to thoroughly research the integrity of every position listed. The ultimate responsibility for researching a potential employer and opportunity lies with the applicant. UNA has no control over and the Career Center takes no responsibility for (a) the truthfulness, accuracy, quality, safety, morality, desirability or legality of employer information and position listings, (b) the ability of employers to offer job opportunities, or (c) the hiring, recruiting or other practices of any employer. We make no recommendations or guarantees about the positions and employers listed through our office. We encourage you to use common sense and caution when applying for positions, especially when applying for positions off-campus. Our office also reviews any documents submitted by students/alumni. We will provide appropriate feedback

If you are not currently as student, but plan to apply to the University for Graduate School, use the Student ID 5066 in your registration. Also select "Graduate" as year in school and select the year you would plan to graduate from UNA's Graduate School.

signin\_tab=2

**UNA career center**

## Sign Up

[LION JOBS SIGN IN](#) [FORGOT MY PASSWORD](#) [SIGN UP](#)

\* indicates a required field

### Student Registration

Student ID \*

Full Name \*  
Enter your full name (first mi last).

First

MI

Last

Email \*

### Academic Information

Graduation Date \*

Year in School \*

Major \*  
Use the menu below to select major(s).

Applicant Type \*  
  
Alumni  
Faculty

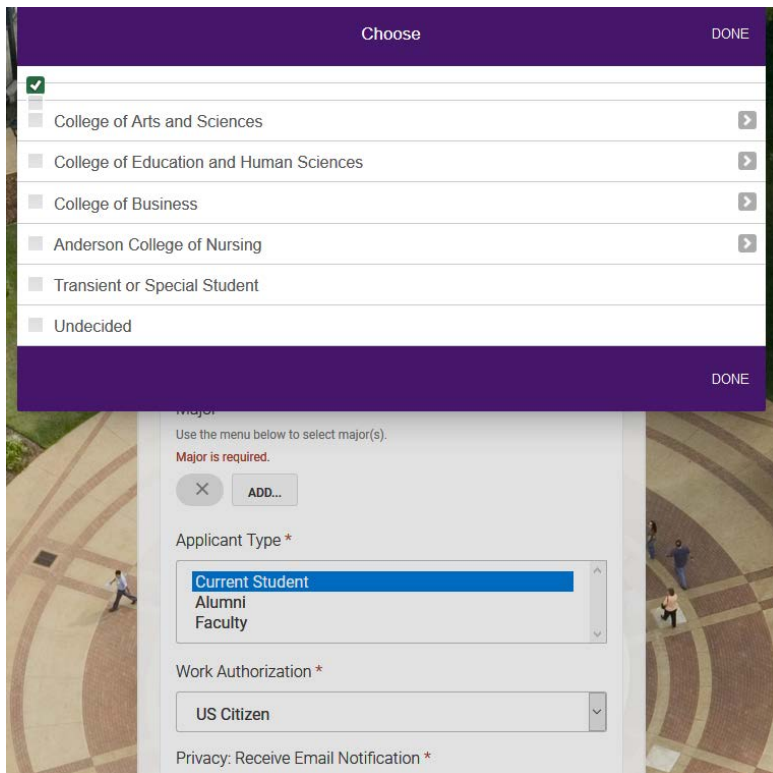
Work Authorization \*

Privacy: Receive Email Notification \*  
Choose 'yes' to receive email notifications from the system.  
 Yes  No

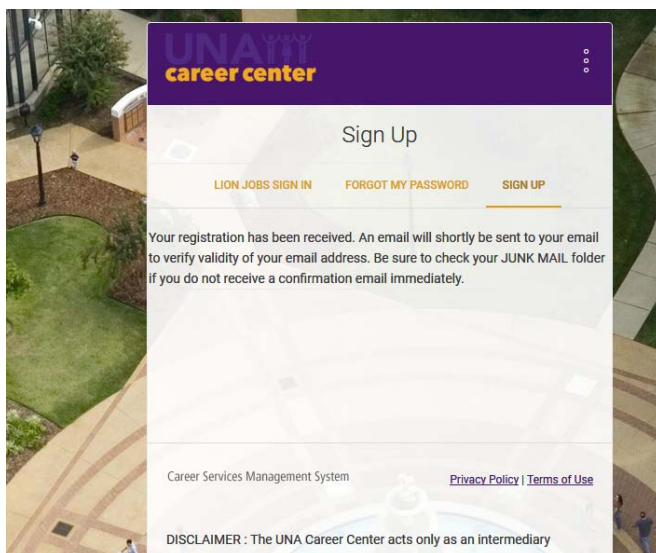
Privacy: Include in Resume Books \*  
Choose 'yes' to have your resume included in resume books.  
 Yes  No

Username \*

When selecting a major, simply choose one of the blank boxes or Undecided.



Once you click Submit,



Simply check the email you provided in the registration above, and click the link to enter Lion Jobs. A few minutes later, you will receive another email with your **Lion Jobs Username and Password**.

## 2. Upload Resume to LionJobs

Once Logged-in to LionJobs/Career Center Online, upload your resume for your profile. Once finished, click the “CSM Jobs” tab at the left, then use the Search Bar to type in key words for the position. (For Example, “PROGRAMMING” for the Coordinator of Programming Graduate Assistantship.)

**Note: You must have a resume uploaded and reviewed by UNA Career Center Staff before you can see the Apply Option. In case you did not do this when you created your profile.**

The screenshot shows the UNA Career Center website interface. On the left is a dark purple sidebar with navigation options: Home, Jobs, CSM Jobs (circled in red), Recommended Jobs, My Job Applications, Extended Job Search, Profile, Documents, Events, Interviews, Employers, Credentials, Surveys, Resources, Calendar, and My Account. The main content area is titled 'Job Postings' and has a search bar containing the word 'programming' (circled in red). Below the search bar are filters for 'Keywords: programming' and 'Show Me: All Jobs & Interviews'. A blue banner below the filters says 'Save this Search to be notified of new results automatically'. The search results show 'Showing 1-20 of 48 results (Results as of: Tuesday, January 30, 2018 | 12:49 pm)'. The first result is 'Coordinator of Programing Graduate Assistantship' (note the typo in the image) by 'UNA - The Office of Student Engagement', with a red arrow pointing to it. Other results include 'Embrace the Exceptional. Work at Camp Ramapo this summer!' and 'Early Childhood and Children Rights in Africa Internship'.

**Click on the position and then click apply**

To upload a Resume: Click the Profile tab, and then click the “Add Resume” button.

The screenshot shows a web browser window with the URL <https://una-csm.symphlicity.com/students/psu/profile>. The page is for a student named Tyler T Thompson. The left sidebar has a menu with the following items: Home, Jobs, Profile (highlighted with a red circle), Documents, Events, Interviews, Employers, Credentials, Surveys, Resources, Calendar, and My Account. The main content area displays the user's profile information, including their name, a photo placeholder, and their education details: Masters - May 2008, University of North Alabama, Graduate Student. There are buttons for 'Add Experience' and 'Add Personal Statement'. The right sidebar contains a 'Publish your profile when you are ready to share it.' section with a 'Publish' toggle, a '+ Add Permanent Email' section with the email 'Thomp017@crimson.ua.edu', social media icons for Facebook and LinkedIn, and a 'Resume in review for approval' button (highlighted with a red circle) and a '+ Add Website' button. A progress indicator shows '16% Profile Complete'.