Log in to the System
Create a Standard Management A&P Requisition
Advertise Externally as Needed
ADVERTISING – INTERNAL POSTINGS

• All Management A&P positions must be posted on UTHealth’s career webpage at https://www.jobs.uth.edu for a minimum of ten (10) calendar days.

• Posting on UTHealth’s career webpage ensures that the job will also be posted on WorkinTexas.com as required by law.
Language Requirements for External Advertisements

- Minimum language **required**: “EOE/M/F/D/V.”
- **Preferred** language: “UTHealth is an EEO/AA employer. UTHealth does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, genetics, disability, age, or any other basis prohibited by law. EOE/M/D/F/V.”

Other Requirements

- All external advertisements must direct potential applicants to apply through UTHealth’s career webpage at https://www.jobs.uth.edu.
- Applicants **must** be informed that only applications received through the online system will be considered.
- Management A&P positions posted externally must be posted on https://www.jobs.uth.edu for a minimum of ten (10) calendar days.