

## Search and Apply for Jobs (For Part Time Non-Students)

Before logging in to JobX, please make sure that you have requested Non-Student access. To request access, please fill out a New Account Registration form by following the link below:

[New JobX Student Account \(ngwebsolutions.com\)](https://ngwebsolutions.com)

**Note:** When creating a Non-Student Account, make sure to use your personal email address to avoid errors in the system.

Once you receive access as a Non-Student Applicant, click on the link to log in to JobX: <https://utrgv.studentemployment.ngwebsolutions.com/>.

**Note:** It is recommended to use Google Chrome browser.

Home Page > click on **Non-Student Applicants**

The University of Texas  
Rio Grande Valley

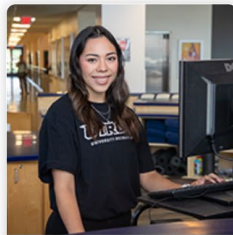
Employees - Supervisors and Administrators -

Welcome to UTRGV's Student Employment Portal



### Applicants & Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



### Non-Student Applicants

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



### On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.



### Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

Non-Student Applicants > click on **Login to Site**



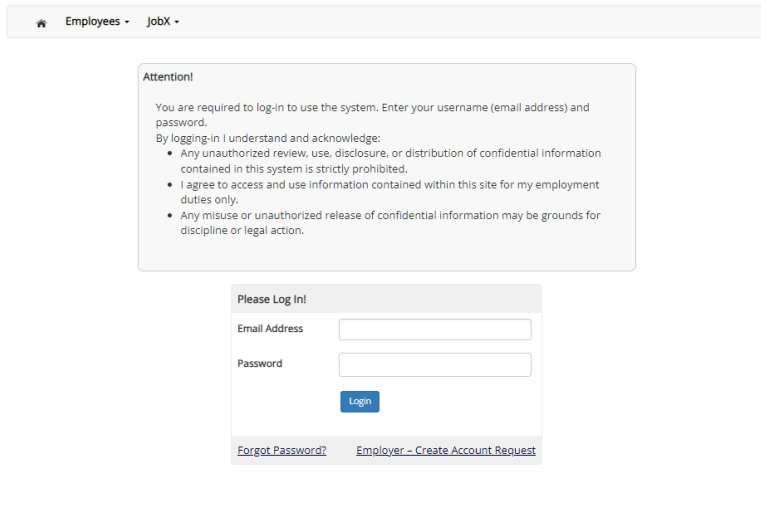
Employees • JobX •

**Non-Students Applicants**

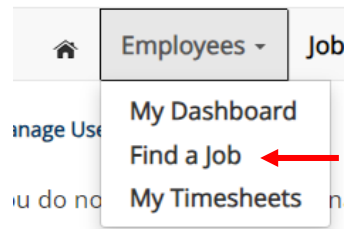
Search for a job or sign up for e-mail notifications about positions that interest you.

<b>Information</b> <b>About Us</b> <i>Part Time employment available if not considered student at UTRGV. If you are a student, please refer to <b>Applicants and Student Employees</b> tab to search for on campus jobs. <b>Student Employment</b>   UTRGV</i> <b>Eligibility, qualifications, and options for student employment</b> Click the above link to learn more about employment eligibility, qualifications, and options for non-students. <b>Hiring Process</b> To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.	<b>Onboarding</b> <b>Criminal Background Check (CBC)</b> Click the link above to complete your criminal background check. <b>I-9 Verification</b> <b>Step 1:</b> Complete the application. <b>Step 2:</b> Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. ( <b>Campus Map</b> ). <b>Acceptable Documents for I-9</b> <b>Biographical Form (Link) – only if new hire with UTRGV</b> <b>Forms</b> Click here to review the forms and information required to begin work.	<b>Additional Links</b> <b>FAQs</b> <b>Training</b> Guides and Resources   UTRGV <b>Tutorials/ Guides</b> Guides and Resources   UTRGV	<b>Site Links</b> <b>Create a Non-Student Account</b> Click above if you are not a Student who needs an account to apply for a job. <b>Login to Site</b> ← Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet. <b>Find a Job</b> Conduct either quick or advanced searches for available jobs. Submit an online job application.
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Log in using the **email address** and **password** selected, when creating the non-student account.



Once logged in, click on **Employees > Find a Job**



Find a Job > click on **Part Time Non-Student Jobs**

**Note:** *Advanced Search* is an option if you want to search by job title or job ID.



🏠 Employees ▾ JobX ▾

Find A Job

**Instructions**  
Choose from the quick search options below or click on the "Advanced Search" button for more options.

Quick Search    **Advanced Search**

Select a quick search.

- On-Campus Direct Wage Jobs
- On-Campus Work-Study Jobs
- Off-Campus Work-Study Jobs
- Part-Time Non-Student Jobs** ←
- Professional Temp Staff
- UTRGV AmeriCorps
- Research Assistants
- Student Experience Internship (SEI)
- Internships
- Student Tutor
- Featured Jobs
- Show All Active Jobs
- 25 Most Recently Posted Jobs

## Review and accept the disclaimer for Part Time Non-Student jobs



🏠 Employees - JobX -

Find A Job

### 📘 Instructions

1. You must first click the "I Agree" button to any disclaimer presented to view the jobs.
2. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
3. To view the details of a job, click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[ Run a New Search \]](#)

### Disclaimer: Part-Time Non-Student

By clicking agree, you acknowledge the following: The application and all submitted documents are representative of your (the applicant's) qualifications and are true to the best of your knowledge; a false statement or omission of information may disqualify you from being hired or may result in your loss of employment; supervisors will review applications and hire applicants according to UTRGV and department policy; the final hiring decision will be made by the supervisor of the department with approval from HR, and you will be expected to follow all University and departmental policies and procedures.

I agree



Part-Time Non-Student Jobs

Review job postings available for the title selected (Part Time Non-Student). To review one job at a time, click on **job posting title** (Example: **Part Time Program Specialist**)



Employees - JobX -

Find A Job

**Instructions**

1. You must first click the "I Agree" button to any disclaimer presented to view the jobs.
2. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
3. To view the details of a job, click on the Job Title.

[ Run a New Search ]

Apply for selected jobs

Part-Time Non-Student Jobs

Jobs found: 6


Show All results per page Refresh

<b>Part-time Program Specialist</b> ←			Employer: School of Nursing
<input type="checkbox"/> UTRGV	Wage: \$18.00/hr to \$21.00/hr Openings: 1 Listed: 02/23/2024	Hours: 10 to 19 hours / week Location: Edinburg	Category: Administrative Support Job Type: Part-Time Non-Student

<b>Non-Student Assistant - UTRGV State Scholastic Chess Tournament</b>			Employer: Stud Rights & Responsibilities
<input type="checkbox"/> UTRGV	Wage: \$12.50/hr Openings: 10 Listed: 02/29/2024	Hours: 19 / week Location: BCASA 633C	Category: Special Projects Job Type: Part-Time Non-Student

Review the job posting > If you would like to apply, click on **Click here to apply for this job**

Job Details

Part-time Program Specialist	
<a href="#">Click here to apply for this job</a>	
Job ID	5208
Job Type	Part-Time Non-Student
Employer	School of Nursing
Date Posted	Feb 23, 2024
Category	Administrative Support
Job Scope	
Job Location	Edinburg
Campus Building	EHABE
Room Number	2.201
Job Description	<p>Provides support in the operation and coordination of the program or multiple projects.</p> <p>Provides information regarding undergraduate and graduate nursing programs to prospective students for appropriate area of study.</p> <p>Assists students with the admissions process, give information on steps to apply to the university and School of Nursing.</p> <p>Updates course schedule as needed to add information/ cancel section / add sections (CSCR) (as needed).</p> <p>Provides support and assist with on-campus events.</p> <p>Assists with reviewing and updating departmental website with training.</p> <p>Assists with undergraduate nursing application processing, verification, and applicant follow-up.</p> <p>Tracks student progression and verify enrollment of students in courses.</p> <p>Performs complex clerical duties involving the application of complex work methods and procedures and familiarity with the functions, practices, and policies of an organizational unit to which assigned.</p> <ul style="list-style-type: none"><li>• Assists in preparing flyers, reports, proposals, manuals, and other documentation.</li><li>• Completes work assignments or projects within established procedures.</li><li>• Prepares and routes routine interdepartmental paperwork.</li><li>• Composes correspondence.</li><li>• May perform other duties as assigned.</li></ul>
Job Requirements	Bachelor's degree from an accredited university

Fill out the **job application** > click **Submit**



Employees - JobX -

Apply To Job

**Instructions**  
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.  
**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

By submitting the application below, you will be applying for the following jobs:

Part-Time Program Specialist - School Of Nursing

**General**

Please note that answers must be truthful to the best of your ability as any dishonest answer may disqualify you for employment.

**Please Note:** To be filled out by the applicant

**Email \***

Confirm Email Above \*

**First name \***

Middle name

**Last name \***

Primary Phone \*

**Voluntary Demographic Information - Non-Students**

The University of Texas Rio Grande Valley (UTRGV) is an Equal Opportunity/Affirmative Action Employer. As such, UTRGV is required to compile certain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. Completion of this form is voluntary. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment.

UTRGV does not discriminate on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its programs, services and/or activities. Our University promotes equal opportunity for women, minorities, veterans, and persons with disabilities through its affirmative action program.

For the application process please proceed to the Voluntary Demographic Information form, review and answer the questions you desire, and then submit the form to notify the UTRGV that you have reviewed this form.

When you click the link below you will be asked to create an account in Dynamic Forms if you already do not have one established. **Please use the same email as your JobX email when creating this new account.**

If you have completed this previously through the application or hiring process, you may skip completing the form again and select yes to the question below.

[Click Here to Access the Voluntary Demographic Information - Part Time Non-Students & Professional Tempo Staff.](#)

Did you review and submit the above Voluntary Demographic Information form above? \*

**Submit**

To apply for multiple jobs at the same time, click on the **blank square** under the job title > click **Apply for selected jobs**



Find A Job

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[\[Run a New Search.\]](#)

[Apply for selected jobs](#)

Part-Time Non-Student Jobs

Jobs found: 6

Show  results per page [Refresh](#)

**Part-time Program Specialist**

Employer: School of Nursing



Wage: \$18.00/hr to \$21.00/hr  
Openings: 1  
Listed: 02/23/2024

Hours: 10 to 19 hours / week  
Location:  
Edinburg

Category: Administrative Support  
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Openings: 10  
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Hours: 19 / week  
Location:  
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**Email \***

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First name \*

Middle name

Last name \*

Primary Phone \*

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[Click Here to Access the Voluntary Demographic Information - Part-Time Non-Students & Professional Temp Staff.](#)

Did you review and submit the above Voluntary Demographic Information form above? \*

**Submit**

For more information or assistance, please contact [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu).