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Look in-house for new job opportunities [1]



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There are several great reasons people search for a new job – their current job may not offer optimal advancement opportunities, the completion of specialized training or degree programs may qualify them for different or expanded job duties, or they may need to relocate for family and other personal considerations.

The University of Colorado values the workforce that keeps the entire system and its four campuses running at a pace that can serve the needs of its students. Because of this, current employees who are looking to expand their horizons, or just change their scenery, are encouraged to search existing job opportunities across all campuses using CU's two job portals.

CU Careers

CU Careers is the one-stop job-posting platform for positions at CU Denver, CU Anschutz Medical Campus, CU Colorado Springs and the System Office. This platform can be accessed through your employee portal:

1. Log in to your CU employee portal [3].
2. Select **Business Tools** from the drop-down menu at the top center of the page.
3. Select the **CU Careers – Search Jobs/Apply** tile.

By accessing CU Careers through my.cu.edu, an employee's application will be automatically marked as an internal applicant for the relevant HR department.

Inside the CU Careers platform, employees can search for jobs by Job Field, keywords, location, desired schedule (full-time or part-time) and employee status (regular or temporary) as well as employment group (student, staff, faculty, Classified staff).

Please note: Although this portal allows you to search Boulder as a location and/or the Boulder campus as an organization, no job listings for Boulder will be returned. Employees searching for a job at the Boulder campus will need to search their unique job posting platform.

Once the desired search criteria are filled in, the user can select “Save this Search” to preserve their preferences and allow them to quickly repeat the search later. Users can access these saved searches under the “My Jobpage” tab.

CU Boulder

Employees at CU Denver, Anschutz, UCCS or the System Office need to visit the CU Boulder Jobs page [4] to search for jobs on the Boulder campus. Employees at the Boulder campus will be able to access the site, along with CU Careers, through their employee portal.

Once on the CU Boulder job site, users should select the “Jobs” tab to access the job search tool which will allow the user to search for positions based on areas of interest, job function, schedule (full-time or part-time), keywords and employment type (staff, faculty, etc.).

Users can likewise save their preferred search criteria and set up job alerts by selecting the “Create Job Alert” link at the top of the page. From here, users will register to create a login profile that will allow them to access save searches and set up alerts to contact them when a new position has been posted that meets their criteria.

New considerations

While conducting a search for jobs on any of CU’s campuses, employees should be aware that they may see job postings designed specifically to be promotional opportunities for an existing position at CU. The Colorado Equal Pay for Equal Work Act [5] established new requirements around posting all promotional opportunities.

Relevant postings will typically contain verbiage in the job description that declares whether that position is designed as a promotional opportunity or is open to candidates.

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