

Frequently Asked Questions

May I submit an application and resume to be kept on file?

The University does not maintain files of resumes for future notification. You are encouraged to visit this website for employment opportunities and to apply for any position for which you might qualify.

What is a complete application packet?

A complete application packet for staff positions include:

- Staff Application for Employment
- Current resume
- Copies of College/University transcripts (if requested in the application process)

A complete application packet for faculty positions include:

- Current resume or curriculum vitae
- Cover Letter
- Faculty Application for Employment
- Copies of College/University transcripts (if requested in the application process)

What is the difference between a required qualification and a preferred (or desired) qualification?

A required qualification is necessary to qualify for a position, and failure to substantiate each will preclude the possibility of an interview. Preferred (or desired) qualifications are not necessary to qualify for a position but may be used to select from among the applicants.

May I submit a hard copy (e.g., paper) employment application?

No. All applications for employment must be submitted and processed through the Alabama A&M University online employment application system on the Office of Human Resources website. As such, hard copy (e.g., paper) applications will not be accepted.

How will I know the status of the search process?

The search committee will arrange interviews with selected applicants. Generally, these interviews occur within four weeks of the application deadline. You may receive an email from our online application service if you are selected for an interview.