

THE CALIFORNIA STATE UNIVERSITY
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To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: CSU Careers Recruitment Website

Systemwide Human Resources is pleased to announce that the CSU Careers Recruitment Website has been completed and is available for posting Faculty and Staff/Management positions. The website is located at <http://csucareers.calstate.edu>. For optimum effectiveness of the website, it must be kept current and complete. Therefore all campuses are expected to post all positions on the CSU Careers website.

At the CSU Careers website, campuses may:

- Create a new job listing
- Edit an existing job listing
- Close a job listing after the position has been filled and/or is no longer available.

Instructions have been sent to campus Associate Vice Presidents/Deans of Faculty Affairs and Human Resources Directors.

Questions regarding this HR Letter may be directed to Cordelia Ontiveros at (562) 951-4503 or via e-mail at contiveros@calstate.edu. This memorandum also is available on the Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CO/jb

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