UTSA. The University of Texas at San Antonio
Office of People Excellence

Strategize ▸ Source ▸ Assess ▸ Hire

Share a Job Posting (Externally)

1. Follow this navigation sequence: **https://www.utsa.edu/hr/Employment** > **Search** > Enter **Position Number** in "Keywords"

2. Click on **Position**.

3. Scroll to the bottom of the page and click **Email to Friend**.

EO/AA Statement

As an equal employment opportunity and affirmative action employer, it is the policy of The University of Texas at San Antonio to promote and ensure equal employment opportunity for all individuals without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or veteran status. The University is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination. Women and minorities are encouraged to apply. The UTSA campus is accessible to persons with disabilities.

Apply	Email to Friend

Return to Previous Page

4. Highlight and Copy Link Provided in the body of the email template
   *Note: To share the posting via email fill in the appropriate email address in the **To** field

Send Email

Send Email

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, press the Send button.

Email Details

*To

*Your Name <Enter Your Name>

Subject Interesting job at University of Texas, San Anton

Message <Enter Your Name> saw this job opening and thought you might find it interesting:

Program Coordinator
University of Texas, San Anton
San Antonio, TX

We would like to invite you to visit our careers site to complete your application.

DIRECTIONS:
1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://zahr-prd-candidate-ada.utshare.utsystem.edu/psp/ZAHRPRDADA/EMPLOYEE/UTZ_CG/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=5229&PostingSeq=1

If you are a current employee of our organization please use the following link instead:
https://zahr-prd-candidate-ada.utshare.utsystem.edu/psp/ZAHRPRDADA/EMPLOYEE/UTZ_CG/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&SiteId=21&FOCUS=Employee&JobOpeningId=5229&PostingSeq=1

Thank you.

Send

5. Share the link on external site.