Instructions for Applying to the Director of Libraries Position

Please follow these instructions to ensure your application is received successfully:

1. Go to Furman’s Employment Website and select "Apply". Create an account.

2. Have all the required documents ready before you begin the application process. You cannot save your progress once you have started. If the process times out, you will lose your entire application. Required documents are:
   i. Cover letter
   ii. Curriculum vitae/resume
   iii. Statement of leadership philosophy and experience
   iv. Statement of scholarly or professional interests
   v. Diversity statement

3. On the Quick Apply page, upload your CV/resume and the system will extract content to auto-populate many of the fields in the application form.

4. On the My Experience page, do the following:
   i. Confirm that the "Work Experience" and "Education" were correctly extracted from your CV/resume especially the "Role Description" fields. Correct any problems.
   ii. In the "Field of Study" drop-down, type in your field (e.g. "Library Science") rather than scrolling through the drop-down list which is incomplete. If you have a degree with no field of study, type "None".
   iii. The "Resume/CV" section is where you will upload ALL the additional required documents. Your CV/resume should already be uploaded to this section from earlier. Add the other documents from the list above. Please wait for all documents to finish uploading before clicking "Next".

- On the Application page, provide contact information for your references. They will be contacted via e-mail requesting letters of support.

- On the Review page, ensure your information is correct and you have uploaded all required documents. You can make changes by hitting "Back" and "Next". If multiple pages require changes, make changes to the earlier pages first and the later pages last.

Once submitted, you will not be able to edit your application other than to change your contact information.