

INSTRUCTIONS ON HOW TO APPLY FOR EMPLOYMENT OR VOLUNTEER POSITIONS ONLINE

GO TO DIOCESE OF TUCSON AT : <https://www.diocesetucson.org/>

PLACE YOUR CURSER ON THE TAB LABELED; “Administration” and - CLICK ON “Jobs/Volunteer Opportunities”.

ON THIS PAGE you can use the search option by filtering, using the tabs left to the SEARCH tab **OR**

SCROLL DOWN TO THE CATEGORY YOU ARE APPLYING FOR, (Parish or School; then look for job titles or volunteer in blue lettering),

THEN LOOK FOR “**ST. JOSEPH-TUCSON**” (*there is a St. Joseph in Hayden and Wellton*).

SEEKING EMPLOYMENT: GO TO “SCHOOL OR “PARISH” CATEGORY.

THE JOB LISTING WILL BE TO THE LEFT IN BLUE LETTERING; CLICK ON YOUR SELECTION TO READ THE JOB DESCRIPTION; IF INTERESTED IN THIS JOB, CLICK ON THE BLUE BOX WITH “APPLY FOR THIS POSITION”AND FOLLOW THE PROMPTS TO COMPLETE YOUR APPLICATION.

SEEKING VOLUNTEER OPPORTUNITIES: THE STEPS ARE THE SAME AS ABOVE, BUT LOOK FOR THE VOLUNTEER CATEGORIES TOWARDS THE BOTTOM OF THE LISTING PAGE. THE WORD “VOLUNTEER” WILL ALSO BE IN BLUE LETTERING, CLICK ON IT AND FOLLOW THE PROMPTS TO COMPLETE YOUR APPLICATION.

WHEN YOUR APPLICATION IS COMPLETE IT IS SENT TO THE PROPER HIRING MANAGER AND YOU WILL BE NOTIFIED.

THE ONE THING YOU MUST REMEMBER IS TO SCROLL UNTIL YOU GET TO "ST.JOSEPH-TUCSON", IF YOU DON'T, YOUR APPLICATION MAY BE MISSED AND NOT ASSIGNED TO US.

ANY QUESTIONS PLEASE CALL EILEEN KUNS @ 747-3100 EXT 122 OR E-MAIL:
ekuns@stjoseph-tucsonaz.org