

# Job Application for Internal Candidates

- **Last updated on:** 6/1/2026
- **Who this guide is for:** PCC employees who want to apply for PCC job positions

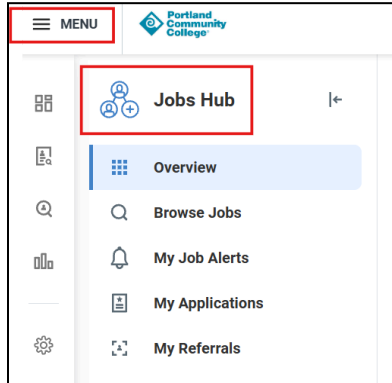
This guide will walk PCC employees through the necessary steps to apply for PCC opening positions in Workday.

- Navigating Jobs Hub in Workday
- Applying for a Position - How to fill out the application

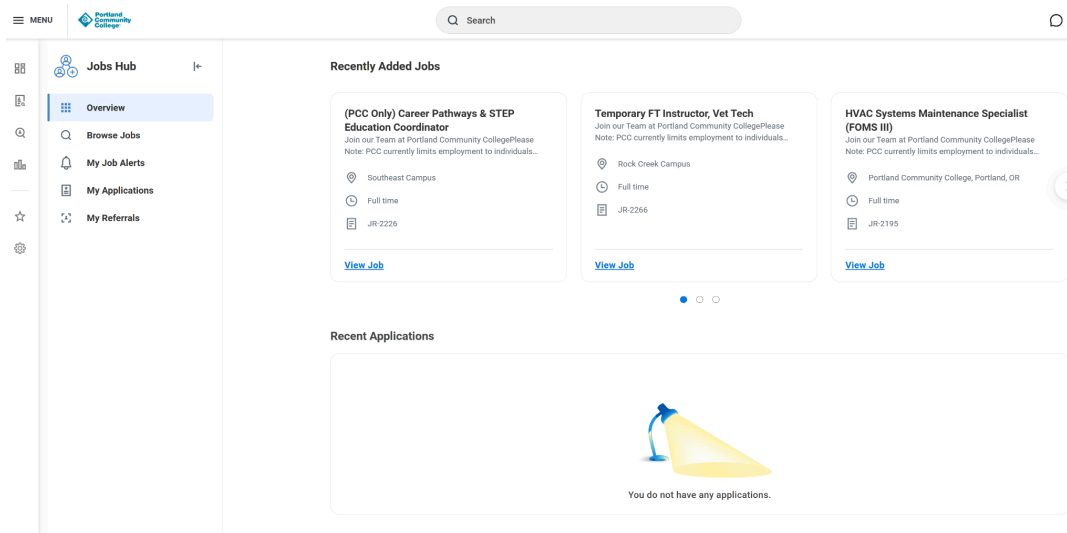
## Navigating Jobs Hub in Workday

### Jobs Hub

Access your Jobs Hub in Workday > Menu > Jobs Hub.



In the Jobs Hub, you will be able to browse for jobs, apply, and see your previous applications.



## Note

- **PCC Only:** The position is posted, at the moment, for PCC employees only. They are internal positions. They might be open for external candidates in the future, or not.
- **Other positions, with no PCC Only:** jobs posted internally and externally.
- For non-PCC employees, these positions can be found on the [PCC Jobs website](#).

## Browse Jobs

You can search or use filters to find specific jobs.

**Browse Jobs** 🔖

🔍 Search All Jobs  
Search

**Filters** [Clear Filters](#)

**Primary Location**  
🔍

**Location**  
🔍

**Hiring Manager**  
🔍

**Job Family**  
🔍

**Job Category**  
🔍

**Job Profile**  
🔍

**Organization**

**Jobs** 1–15 of many results

**(PCC Only) Career Pathways & STEP Education Coordinator**

Join our Team at Portland Community CollegePlease Note: PCC currently limits employment to individuals residing in Oregon...

📍 Southeast Campus

🕒 Full time

📄 Job Req ID: JR-2226

[View Job](#)

**Temporary FT Instructor, Vet Tech**

Join our Team at Portland Community CollegePlease Note: PCC currently limits employment to individuals residing in Oregon...

📍 Rock Creek Campus

🕒 Full time

📄 Job Req ID: JR-2266

[View Job](#)

**HVAC Systems Maintenance Specialist (FOMS III)**

Join our Team at Portland Community CollegePlease Note: PCC currently limits employment to individuals residing in Oregon...

📍 Portland Community College, Portland, OR

🕒 Full time

📄 Job Req ID: JR-2195

[View Job](#)

**(PCC Only) Temporary FT Instructor, Adult Education**

Join our Team at Portland Community CollegePlease Note: PCC currently limits employment to individuals residing in Oregon...

📍 Sylvania Campus

🕒 Full time

📄 Job Req ID: JR-2254

[View Job](#)

**(PCC Only) Executive Assistant II**

Join our Team at Portland Community CollegePlease Note: PCC currently limits employment to individuals residing in Oregon...

📍 Portland Community College, Portland, OR

🕒 Full time

📄 Job Req ID: JR-2256

[View Job](#)

**(PCC Only) Counselor - Temporary to June 2027**

Join our Team at Portland Community CollegePlease Note: PCC currently limits employment to individuals residing in Oregon...

📍 Portland Community College, Portland, OR

🕒 Full time

📄 Job Req ID: JR-2252

[View Job](#)

## Apply for a Job

Select a job by clicking **View Job**, and you will be able to see the job description, minimum qualifications, success criteria, and other job details. If you meet the qualifications and are interested in the job, click **Apply**.

**Note:** Be sure to apply before the deadline (Posting End Date). The job will close at 00:01 on the date in the system, so consider applying the day before the end date.

### (PCC Only) Career Pathways & STEP Education Coordinator

Apply
Create Job Alert

**Join our Team at Portland Community College**  
*Please Note: PCC currently limits employment to individuals residing in Oregon and Washington. Employment offers are contingent upon the ability to establish residence in Oregon or Washington.*

*Portland Community College will also ensure that applicants requiring reasonable accommodation for the hiring process are provided for. If reasonable accommodation is needed, please contact the PCC Talent Acquisition Team at pccjobs@pcc.edu.*

Portland Community College is the largest post-secondary institution in Oregon and 19th largest in the nation, serving approximately 80,000 full- and part-time students. With four comprehensive campuses, five workforce training and education centers, and 200 community locations in the Portland metropolitan area, our unique role is to make high-quality education accessible to everyone, creating opportunities for our students and contributing to the economic development of our community.

#### What You'll Do and Who We Are Looking For

The Education Coordinator is responsible for the recruitment of program participants, as well as the communication of program and grant availability. The incumbent may develop systems and coordinate among multiple partners to increase access to College programs. Incumbents will work with partners to identify targeted industries and coordinate with academic departments, as well as business and industry to design and communicate opportunities available for Career and Technical Education training. The position will have responsibility for the day-to-day interactions with interested students and community stakeholders.

#### Minimum Qualifications

- Bachelor's degree in Education, Communication, a Social Science discipline, or related field. Experience performing the duties of this job may substitute for the degree requirement on a year for year basis.
- Two years of experience in an educational or training environment is required, to include experience working with at-risk and/or culturally diverse populations and experience leading or supervising staff.

#### Success Criteria:

- Demonstrated experience collaborating, communicating, and working in a team and across departments, organizations, and institutions to accomplish project or program goals.
- Demonstrated ability to present complex information to various stakeholders in a variety of formats and settings including social media, written, and group presentations.
- Demonstrated experience in developing rapport and supporting students with diverse languages, cultural, educational, and socioeconomic backgrounds to support student success and career development.
- Experience collaborating with external partners (employers, community-based organizations, K-12, workforce development partners, or state agencies) to increase student education or career opportunities, and/or resource/benefit access.
- Proven experience with data collection, documentation management, and process improvement to support student programming and grant outcomes.
- Demonstrated awareness of one's own cultural background and how it influences perception, values, and practices and how these perceptions, values, and practices shape their work.

#### Job Details

**Job Requisition ID**  
JR-2226

**Location**  
Southeast Campus

**Posting Date**  
05/12/2026 - Today

**Posting End Date**  
05/23/2026 (10 days left to apply)

**Job Family**  
Academic - Coordinator

**Time Type**  
Full time

**Job Type**  
Regular

**Supervisory Organization**  
CareerPathways & STEP Prog (Bryan Jones)

#### Hiring Team

**Recruiter**  
Joanna Morrill (On Leave)

**Hiring Manager**  
Bryan Jones

[View Team Members](#)

## My Applications

Once you apply for jobs at PCC, you can check the status of your applications in Jobs Hub > 'My Applications'.

≡ MENU

Q Search

🔔
📧 1
👤

👤 **Jobs Hub**

📊 Overview

🔍 Browse Jobs

🔔 My Job Alerts

📄 **My Applications**

🔄 My Referrals

### My Applications

Active (2)
Inactive (1)

Submitted Applications 2 items

Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization
			Screen	

# Applying for a position - How to fill out the application

## Part 1: Same for all positions - Experience, Education, Certification, Language, Skills, and Upload Resume.

If you are a first-time applicant, the fields will be blank, and you will need to fill out each section manually. Select **Add** to include experiences, education, certification, or language.

To save your information in your profile for future applications, check the box **Replace the information in my profile with this information** at the end of each section. With that, your information will autopopulate for any future applications.

The screenshot shows two sections of a form. The first section is titled 'Contact Information' and contains fields for 'Email' and 'Phone Number (empty)'. The second section is titled 'Experience' and features a red-bordered 'Add' button. Below the 'Add' button is a checkbox labeled 'Replace the Experience information in my profile with this information', which is also highlighted with a red border.

## Experiences

The 'Experience' section of the form includes the following fields and options:

- Company**: A search box with a red asterisk and a search icon.
- If you can't find the Company Name, check this box and enter it manually**: A checkbox.
- Title**: A text input field with a red asterisk.
- Location**: A text input field.
- Start Date**: A date picker with a red asterisk and a calendar icon, showing the format 'MM / DD / YYYY'.
- End Date**: A date picker with a calendar icon, showing the format 'MM / DD / YYYY'.
- Currently Work Here**: A checkbox.
- Responsibilities and Achievements**: A large text area with a small icon in the bottom right corner.

At the bottom of the form, there are two buttons: 'Remove' and 'Add'.

## Education

To enter the school name, type **the school name (or part of the name)** and press **Enter**. Pressing the Enter key will display the options to select.

**Education**

Country	*	<input type="text" value="Search"/>
School	*	<input type="text"/>
If you can't find the School, check this box and enter it manually <input type="checkbox"/>		
Degree		<input type="text"/>
Degree Received		<input type="text"/>
Field of Study		<input type="text"/>
First Year Attended		<input type="text" value="YYYY"/>
Last Year Attended		<input type="text" value="YYYY"/>
GPA		<input type="text"/>

Drop files here

or

Select files

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Replace the Education information in my profile with this information

## Certifications, Language, and Skills

**Certifications**

Certification	*	<input type="text"/>
<small>Error: The field Certification is required and must have a value.</small>		
If you cannot find the certification, check here <input type="checkbox"/>		
Country		<input type="text"/>
Certification Number		<input type="text"/>
Exam Date		<input type="text" value="MM / DD / YYYY"/>
Exam Score		<input type="text"/>
Issued Date		<input type="text" value="MM / DD / YYYY"/>
Expiration Date		<input type="text" value="MM / DD / YYYY"/>

> **Attachments**

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## Language

Language \*

Error: The field Language is required and must have a value.

Fluent

### Ability and Proficiency

Add

Remove

Add

## Skills

Skills

- Project Management
- AI
- Data Analysis

Replace the Skills information in my profile with this information

### Create New Skill ×

Enter the name of a skill that you are unable to find in search.

Skill Name \*

Data Analysis

Cancel

OK

## Note

A resume and cover letter are not required here.

### Resume / Cover Letter

Drop files here

or

Select files

## Part 2: Questionnaires - Upcoming fields may vary depending on the position.

### Cover letter and resume

- Upload Cover Letter (Required)
- Upload Resume (Required)

To help us get to know you better, please upload a **Cover Letter** here which describes how you meet the Minimum Qualifications and Success Criteria for this position. (Required)

Drop files here

or

Select files

Please upload your current **resume or CV** (Required)

Drop files here

or

Select files

### Veteran's preference

Do you qualify for preference in employment under Oregon Veterans' Preference in Public Employment (ORS 408.230)? (Required)

- No, I do not qualify for Veterans' Preference.
- Yes, I qualify for Veterans' Preference (Verification Document-DD214 Form).
- Yes, I qualify for Disabled Veterans' Preference (Verification Documents-DD214 Form & DoVA letter).

Portland Community College complies with the Oregon Veterans' Preference in Public Employment law which provides qualifying veterans and disabled veterans with preference in employment.

If you have not previously provided PCC with the documentation below for verification, please submit a copy of your document(s) below:

- Veterans: DD214
- Disabled Veterans: DD214 and Letter from the Department of VA

Drop files here

or

Select files

## Transcripts

- Transcripts (can be optional or required depending on the position)
- Additional information

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Please upload a transcript (unofficial transcript is optional).

Drop files here

or

Select files

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If you have an additional optional attachment for your application, please upload it here.

Drop files here

or

Select files

## Part-Time Professional Experience

Please provide the average hours worked per week for any part-time jobs you listed on your application. This information is required for your application to be considered complete.

*Note: Unless otherwise stated, only professional experience will be considered to meet the Minimum Qualifications (Volunteer, internship and student work are not typically included unless specifically stated)*

Were any of the jobs listed under Work Experience considered part-time?  
(Required)

- YES - please provide the information below for each part-time position
- NO

Please enter the following information for your Part-Time position:

- Company/Organization Name
- Job Title
- Average Hour Worked per Week

Please enter the following information for your Part-Time position:

- Company/Organization Name
- Job Title
- Average Hour Worked per Week

## Supplemental Questions

- Some positions will require answers to specific questions.

As an important supplemental part of PCC's Instructor application, please upload a brief response to the following question for our screening committee:

***In what ways do, or would, your lived experiences shape your culturally- responsive teaching? Please give examples.***

(Required)

Drop files here

or

Select files

## Review and Submit

- Review your application before submitting it.
- Once submitted, you will be able to see your application or withdraw it, but not edit it.

The screenshot displays the 'My Applications' section of a web portal. On the left, a sidebar contains navigation options: 'Jobs Hub', 'Overview', 'Browse Jobs', 'My Job Alerts', 'My Applications' (highlighted with a red box), and 'My Referrals'. The main content area is titled 'My Applications' and shows a summary of 'Active (1)' and 'Inactive (0)' applications. Below this, a table lists 'Submitted Applications' with one item. The table columns are: Job Requisition, Application Status, Supervisory Organization, Location, Hiring Manager, Recruiter, and My Tasks. The first row contains the following data: Job Requisition: JR-2049 Digital Literacy Assistant (Casual); Application Status: Review; Supervisory Organization: Pathway To Opportunity Program Admin (JM) (Jaime Clarke); Location: Portland Community College, Portland, OR; Hiring Manager: Jaime Clarke; Recruiter: Alisa Hampton, Gabriela Almeida; My Tasks: 1. A red box highlights the 'Manage Application' dropdown menu for the first application, which contains two options: 'View Application' and 'Withdraw Application'.

Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	My Tasks	Manage Application
JR-2049 Digital Literacy Assistant (Casual)	Review	Pathway To Opportunity Program Admin (JM) (Jaime Clarke)	Portland Community College, Portland, OR	Jaime Clarke	Alisa Hampton Gabriela Almeida	1	<input type="button" value="View Application"/> <input type="button" value="Withdraw Application"/>

## Have Questions?

For additional support, contact [pccjobs@pcc.edu](mailto:pccjobs@pcc.edu).