Human Resources

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Applying for a Job

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Scientific Staff and Postdoctoral Investigators

If openings exist and you are interested in applying for one of these positions, there is a two-step process to submitting your curriculum vitae and additional documentation. Both steps need to be completed to finish the application process.

> Step 1 involves emailing your CV, list of publications, statement of research interests, and the names and addresses of four references to the supplied email, being sure to refer to the announcement number in the subject line.
>
> Step 2 you are required to apply on line using this on-line Career Center. You will not have to submit your resume on-line for this position, but will need to indicate that you wish to apply.

» View current openings for Scientific Staff and Postdoctoral Investigator

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All Other Positions at WHOI

If openings exist and you are interested in applying for positions in the areas listed below, you will need to apply on-line. Using our on-line system, you will provide general information about yourself as well as submit your cover letter, resume, and references.

» Engineering Positions
» Research Positions
» Information Systems Positions
» Facilities Positions
» Administrative Positions

Marine Crew

If you are interested in employment opportunities as a member of our marine crew, you will be directed to the site for WHOI's Port Office. The Port Office and the Marine Personnel Coordinator handle all recruitment for our marine crew positions.

» View employment opportunities for Marine Crew

Internal Applicants

Current WHOI employee who are interested in other employment opportunities with the Institution have their

own internal site. All the same available job postings are listed and can be viewed, however you will be directed to an application form specifically tailored for internal applicants. This site can only be viewed through the internal WHOI site. All applications are reviewed confidentially.

» View postings for internal applicants

Computer Access

Any computer with an internet connection can be used to apply for jobs at WHOI. If you do not own a computer, most local libraries offer public access to computers. In addition, the WHOI Human Resources Office has a computer on site which you can use.

If you do not currently have an email address, free addresses can be set up through:
http://www.hotmail.com, http://www.msn.com or http://www.yahoo.com
Last updated: February 22, 2016

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