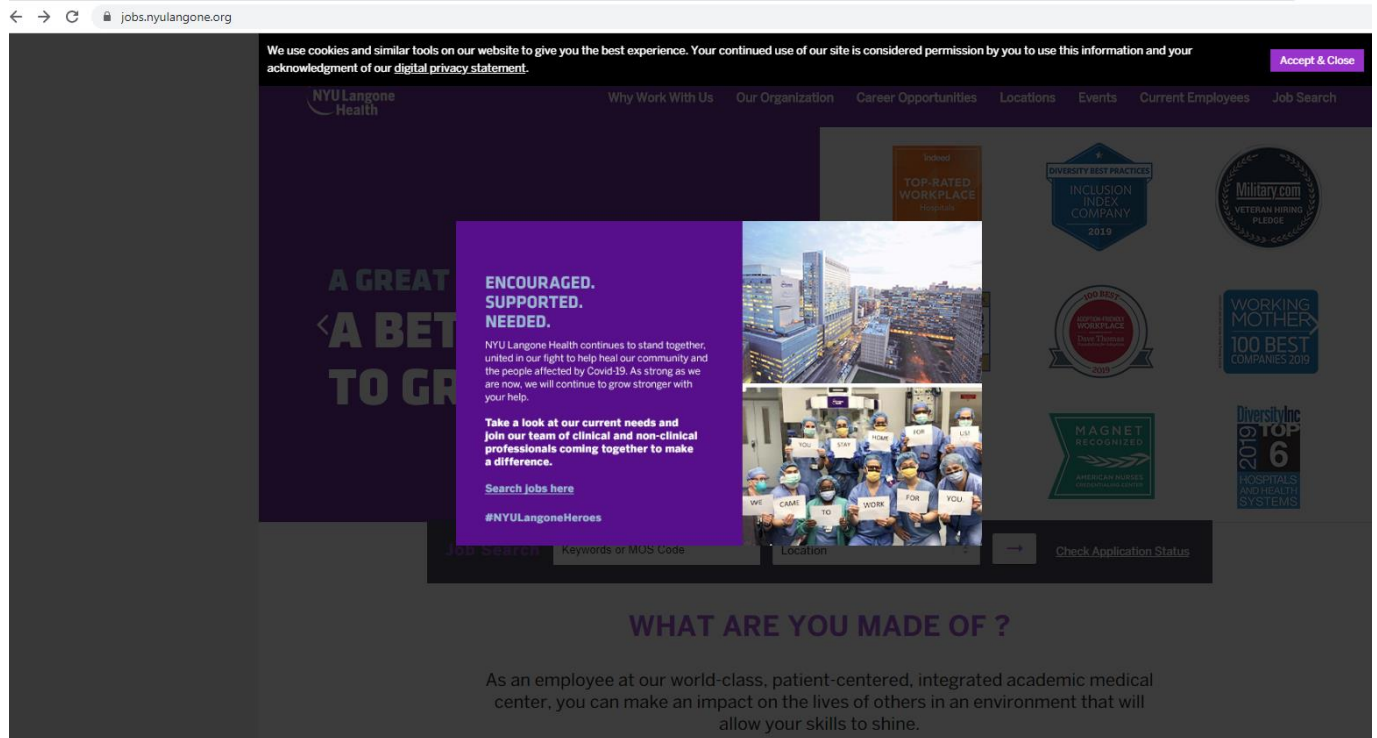




Steps to Apply for a Job

- 1) Type in jobs.nyulangone.org into your web browser and tap enter. You will be taken to the below page. Click on search jobs here.



- 2) You will be directed to the job search page where you can browse the active openings or you can refine your search for a specific job by using a keyword or you can also search by area of talent, position type, location and site location utilizing the dropdowns on the left of the page.

We use cookies and similar tools on our website to give you the best experience. Your continued use of our site is considered permission by you to use this information and your acknowledgment of our [digital privacy statement](#).

Accept & Close



Job Search

Search

Job Cart (0)

Search Results

574 Live Results

Title	Location	Job ID	Shift
2020 Spring New Graduate RN Posting Staff	()	NSG 003	
Access Center Representative- *Boynton Beach, FL* Administrative/Office Support	NYU Langone Florida (NLF)	1071426_RR00000000	
Acute Care NP - Orthopaedic Spine Service, Part-Time 11.5 hour Days with rotation to Nights (2-3 shifts/week)	NYU Langone Hospitals	1065120_RR00037856	11.5 hour Days with rotation to nights

- 3) Once you have found a position you are interested in, click on the title to read the job description. If you would like to apply, click on the apply button.

Job Search

Search

Job Cart (0)

Business Office Associate – Cancer Center

[Back to Results](#)

Job ID: 1068770_RR00040124

Area of Talent: Finance/Accounting/Billing, Ambulatory/Outpatient, NYU Langone Hospitals,

Perlmutter Cancer Center

Position Type: Full-Time/Regular

Location: NYU Langone Hospitals

Shift: 9:00 AM to 5:00 PM variable hours

Current Employees Apply

Apply

Apply with Existing Resume

[Add to Job Cart](#)

[View Job Cart](#)



- 4) You will then be directed to a page that will ask you to join the talent community to receive updates on openings. You can either fill in the information and click on continue, should you wish to join or you can click on “No Thanks, continue to apply”.

Before You Apply For Business Office Associate - Cancer Center...

Join the NYU Langone Talent Community and you'll get the inside info on our company and the hottest job opportunities.

Quickly join with your social network.



* Required Fields

Choose your resume and upload to your profile. (.rtf, .doc, .docx, .txt, .pdf files with a 2MB maximum file size are supported)

CHOOSE A FILE

User Name / Email*

First Name*

Last Name*

Zip Code*

Cell / Mobile*

Current / Last Job Title*

Level of Education*

Area of Interest*

Continue

No thanks, continue to apply



- 5) You will be taken to an attestation page. Read carefully and click on accept.

NYU Langone Health

Employment Listings

Attestation

I certify that the information contained in this Employment Application is correct to the best of my knowledge. I authorize investigation of all matters contained in the application and agree that any misleading or false statements render this application void and are sufficient cause for immediate dismissal in the event of employment. I understand that my employment is contingent upon satisfactory completion of both a physical examination and consumer report plus the receipt of satisfactory work and education references. I authorize and request the release of information regarding my employment record (including a statement of whether I am eligible for rehire, reason for separation, work performance, abilities, and qualities relevant to my application for employment), and release NYU Langone and all my present and former employers, their agents and representatives from any and all liability arising from the release or communication of this information. I authorize and request the release of information regarding my academic record to NYU Langone. I represent that there are no restrictive covenants, non-compete agreements, non-disclosure agreements, or other contractual limitations that prevent me from accepting employment and performing the full functions of my position at NYU Langone. If employed, I agree to provide acceptable proof of age and work authorization and to abide by all NYU Langone rules and regulations. If employed, I authorize NYU Langone to conduct any and all verifications as permitted by federal, state, and municipal codes and regulations. I understand that my employment is not governed by any written or oral contract and is considered an "at will" arrangement. This means that I am free, as is NYU Langone, to terminate the employment relationship at any time as long as there is no violation of applicable federal, state, or local law.

Accept Decline

- 6) You will be given an option to either upload your resume/CV or copy and paste into a provided box. Make your selection and click on continue.

Employment Listings

Please take a moment to decide how you would like to proceed. *

☐ Upload a résumé/CV document.

☐ Copy and paste the content of an existing plain-text résumé/CV.

Continue

- 7) You will be required to enter in some contact information and create a password. Please follow the instructions very carefully when creating said password. Click on Continue.



Primary Contact Method *	
Primary Phone ▼	
Primary Phone *	
212-404-3762	
Secondary Phone	
How did you hear about us? *	
Company Website ▼	
The email address you enter below will allow our staff to correspond with you about your interest in employment.	
In order to update your submission at a later time or to submit the same profile for interest in another position, you will need to provide an email address. You will also need to define a password in the area provided. The Password fields will only become active after entering a valid email address in the Email Address field, then clicking in the Password form box.	
Please adhere to the following when creating your password:	
Password cannot match the defined login/email address.	
Password's length must have a minimum of 8 and a maximum of 30 characters, respectively.	
Password should have the following format: only contain letters and numbers and have at least 1 upper case character.	
Email Address *	
Password	
Confirm Password	
Continue - Step 2	

- 8) You will then be asked to answer some additional questions regarding education, license and salary requirements. Click on continue.



Highest Level of Education:

[Select an option]

School

[Select an option]

Degree

[Select an option]

License & Certs - hold CTRL key to select multiple values. Select "No License Code" if none apply *

[Select All](#) [Deselect All](#)

Additions - Cert(50025)

Adult Cardiac Med Nurse-Cert(50030)

Desired Salary *

Continue - Step 3

- 9) You will be given an opportunity to upload any additional documents you wish such as a cover letter. Click on continue.

Step 3: Profile Attachments

Click "Upload File" to attach a cover letter or additional documentation.

Upload File

Continue - Step 4

- 10) You will be given the opportunity to review your resume/CV content for accuracy. Click on continue.

▼ Step 4: Résumé/CV Content

Merchandise was in their designated area.

- Unload the truck, condensed the totes, and stock and organize merchandise on shelves.
- Light cleaning.

Old Navy, Brooklyn, New York 11/2014-Present
Cashier/ Sales Associate

- Performed price kills, markdowns, and re-ticketing.
- Processed merchandise and put them out on the floor.
- Maintain fitting room and designated shop.
- Light cleaning.

Rite Aid, New York, New York 2/2014- 10/2014
Cashier/ Stock Associate

- Performed price kills, markdowns, and re-ticketing.
- Processed merchandise and put them out on the floor; maintain floor, making sure
- Unload the truck, condensed the totes, and stock and organize merchandise on shelves.

Continue - Step 5

- 11) Some applicants must complete an assessment for the application to be considered complete. Step 5 is a notice that alerts applicants to be on the lookout for the assessment once the profile is complete.

▼ Step 5: Assessment Notice

Upon completion of the resume submission process, some applicants may be asked to answer a few additional questions. These questions will help us determine where an applicant might best fit in our organization. Answers to these questions will be retained for an extended period. Should you be chosen to complete the questionnaire, we encourage you to take your time.

Continue - Step 6

- 12) Step 6 asks questions regarding EEO information. Please complete and click on continue.

▼ Step 6: Equal Employment Opportunity

We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

To maintain accurate data, we request that you fill in the sections that apply to you. This information is being requested on a voluntary basis. You will not be subjected to adverse treatment either by providing the information or by failing to complete the sections.

The only purpose for this information is to assist us in promoting equal employment opportunities throughout our organization.

What is your gender? *

- ☐ Male
- ☐ Female
- ☐ I choose not to self identify

What is your race/ethnicity? *

- ☐ Hispanic or Latino

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

If not then, I am:

- ☐ White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

- ☐ Black or African American (Not Hispanic or Latino)

A person having origins in any of the Black racial groups of Africa.

- ☐ Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

- ☐ Two or More Races (Not Hispanic or Latino)

A person who identifies with more than one of the above six races.

- ☐ I choose not to self identify

Pre-Offer Invitation to Self-Identify as a Protected Veteran

This employer is a Government contractor or subcontractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment "protected veterans": (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. ([See Descriptions](#))

This employer is subject to certain governmental recordkeeping and reporting requirements under VEVRAA. In order to comply with these requirements, we invite you to check the appropriate box below. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information you provide will be kept confidential and will only be used in ways that are consistent with VEVRAA.

- ☐ I Identify As One Or More Of The Classifications Of Protected Veteran Listed Above
- ☐ I Am Not a Protected Veteran
- ☐ I Choose Not To Self-Identify

This employer is committed to the goal of equal opportunity in employment. To further this goal, this employer maintains an affirmative action program that includes policies and practices to assure non-discrimination and affirmative action for protected veterans.

Continue - Step 7

13) Step 7 is voluntary self-identification of a disability. You will also be asked to type your name and the date in. Click on continue.

▼ **Step 7: Voluntary Self-Identification**

Form CC-305
Page 1 of 1

Voluntary Self-Identification of Disability

OMB Control Number 1250-0005
Expires 05/31/2023

Name

Date

Employee ID

(if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

☐ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
☐ No, I Don't Have A Disability, Or A History/Record Of Having A Disability
☐ I Don't Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Continue - Step 8



14) You will be directed to a review page where you can click on “Edit Resume/CV” if you notice a mistake that needs to be fixed or you can click on submit if all looks accurate.

Additional Information

Highest Level of Education: 4 Year University/College Degree

School St John'S University

Degree Bachelor Of Science

License & Certs - hold CTRL key to select multiple values. Select “No License Code” if none apply • N/A

Desired Salary 90,000

Résumé/CV Content

WORK EXPERIENCE Staples, Brooklyn, New York 8/2016- Present Cashier/ Stock Associate • Performed price kills, markdowns, and re-ticketing. • Processed merchandise and put them out on the floor; maintain floor, making sure Merchandise was in their designated area. • Unload the truck, condensed the totes, and stock and organize merchandise on shelves. • Light cleaning. Old Navy, Brooklyn, New York 11/2014-Present Cashier/ Sales Associate • Performed price kills, markdowns, and re-ticketing. • Processed merchandise and put them out on the floor. • Maintain fitting room and designated shop. • Light cleaning. Rite Aid, New York, New York 2/2014- 10/2014 Cashier/ Stock Associate • Performed price kills, markdowns, and re-ticketing. • Processed merchandise and put them out on the floor; maintain floor, making sure • Unload the truck, condensed the totes, and stock and organize merchandise on shelves.

Voluntary Equal Employment Opportunity Information

What is your gender?

Female

What is your race/ethnicity?

Asian(Not Hispanic or Latino)

What is your veteran status?

I Am Not a Protected Veteran

Voluntary Self-Identification

Are you disabled? NO, I DON'T HAVE A DISABILITY

Your Name Tas Test

Today's Date 7/10/2020

Submit

Edit résumé/CV



- 15) You will be taken to the landing page to begin the assessment. You can choose to complete or you can exit and complete at a later time. A link will be emailed to you at the email address used to create the profile.



Privacy Agreement

By clicking the "I Accept" option below, I agree, acknowledge and consent to my personal data being processed, stored and transmitted according to the terms & conditions contained in the Privacy Policy. Our privacy policy acknowledges your rights regarding your personal information, including the right to withdraw your consent at any time. You can review our privacy policy [here](#). If you do not click "I Accept", you will not be able to continue with the assessment.

☐ I Accept

☐ I Decline

Start



- 16) If your profile has been successfully submitted, you will receive a confirmation email stating such. You can always log back in to check the status of an application using the email address and password you created.

Thank you for your interest in career opportunities with NYU Langone!

We have received your resume and are currently reviewing your credentials. Due to the volume of applications we receive, we are unable to respond individually to each candidate regarding the status of their application. Should we determine that your background and experience meets our hiring needs, we will contact you with further instructions. If you are not selected for current employment opportunities, we will keep your resume on file for future consideration.

To check the status of your application, please login to , select "Update Your Profile" and review "Current Stage".

Please login with your existing username/password for future profile submissions and status updates.

Again, we sincerely appreciate your interest in employment with NYU Langone.

EOE/M/F/V/D

****Please do not reply to this automated e-mail message.****