

Applying for a Job at the CIA

The Culinary Institute of America is looking for diverse, talented, and passionate people whom embody our values of excellence, leadership, professionalism, ethics, and respect for diversity.

Applying for a Position:

1. To apply for a position at the CIA, visit our website www.ciachef.edu and click on **Jobs @ the CIA** or go directly to our careers page at www.ciachef.edu/hr.
2. Either browse through our open jobs or click on **Search Open Jobs** to search for a specific position.
3. Once you've found a job that interests you, click on the **Job Title** to open up the job description.

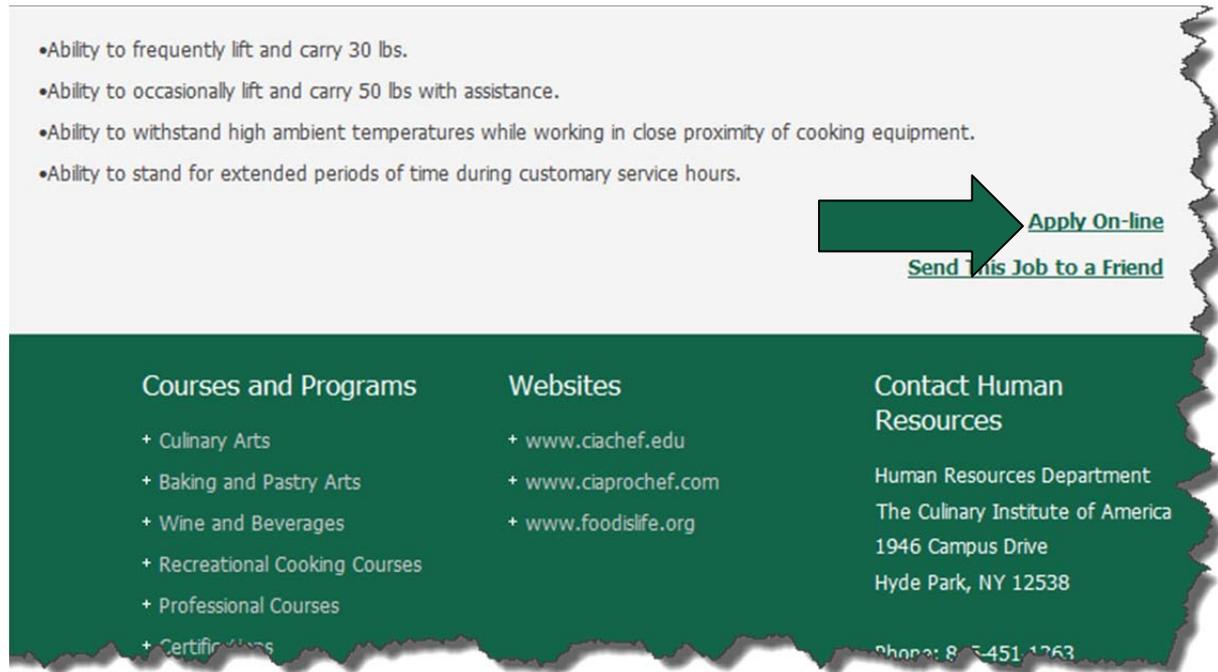
[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#)

Browse Open Jobs

Showing Records: 11 - 20
Total Records: 83

Post Date	Title	Department	City	State	Position Type
8/6/2012	Culinary Arts Faculty	Education	Hyde Park	NY	Full-Time
8/3/2012	Student Employment Specialist	Human Resources	Hyde Park	NY	Full-Time
8/3/2012	Campus Controller	Finance - Greystone	St. Helena	CA	Full-Time
7/27/2012	Receptionist	Education - SA	San Antonio	TX	Full-Time
7/27/2012	Savory Cook	San Antonio Cafe	San Antonio	TX	Full-Time
7/27/2012	Pastry Cook	San Antonio Cafe	San Antonio	TX	Full-Time
7/27/2012	Production Baker	San Antonio Cafe	San Antonio	TX	Full-Time
7/27/2012	Cashier	San Antonio Cafe	San Antonio	TX	Part-Time
7/27/2012		San Antonio Restaurant			Full-Time

4. In order to apply for the open position, click on the **Apply Online** link located at the bottom right of the page.



The screenshot shows a job application page with a light gray background and a dark green footer. The main content area lists four requirements for the position:

- Ability to frequently lift and carry 30 lbs.
- Ability to occasionally lift and carry 50 lbs with assistance.
- Ability to withstand high ambient temperatures while working in close proximity of cooking equipment.
- Ability to stand for extended periods of time during customary service hours.

At the bottom right of the main content area, there are two links: [Apply On-line](#) and [Send this Job to a Friend](#). A large green arrow points from the left towards the [Apply On-line](#) link.

The footer is dark green and contains three columns of text:

- Courses and Programs**
 - + Culinary Arts
 - + Baking and Pastry Arts
 - + Wine and Beverages
 - + Recreational Cooking Courses
 - + Professional Courses
 - + Certifications
- Websites**
 - + www.ciachef.edu
 - + www.ciaprochef.com
 - + www.foodislife.org
- Contact Human Resources**

Human Resources Department
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Phone: 855-451-1263

5. You will then be prompted to either login or to create a new account. If you have previously applied for a position through our new job system, login and complete the application process. If you do not have a current account in our new system, click on **Click here to create a new account**.
6. By creating an account in our system, you are able to upload your résumé as well as other basic information into your profile. Once your profile is created, it is very simple to apply for as many positions that interest you. Should you need to update your résumé or contact information, sign back in to our careers website and click on **Edit Your Profile**. You can edit your profile at any time. You can also view a list of past applications that you've submitted by clicking on **View Submitted Applications**.

Contact Us: Should you have any questions about the application process or experience any problems, please e-mail us at CIAJobs@culinary.edu.

Please note: The Culinary Institute of America does not accept applications if they are submitted via e-mail, mail, fax, or in person.