

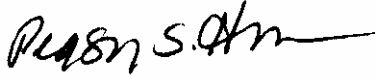
# UNIVERSITY OF HAWAI'I

Office of Human Resources

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July 22, 2002

TO: Administrative, Professional and Technical (APT) Employees

FROM: Peggy S. Hong   
System Director for Human Resources

SUBJECT: Vacancy Announcements for Administrative, Professional and Technical (APT) Positions

With the demise of the KuLama newsletter on May 24, 2002, an online vacancy announcement application was developed at website [workatuh.hawaii.edu](http://workatuh.hawaii.edu).

In concert with this new application, a listserv has been created and is available to APT employees for electronic receipt by email of all APT vacancy notices as they become available. In order to receive these announcements automatically, you must subscribe to the listserv according to the attached instructions. Only those employees who subscribe will receive these APT vacancy announcements. If you do not wish to be notified, you need not do anything. See Attachment 1 for subscription instructions.

Despite these automatic electronic notifications, APT employees should still periodically check the website for updated information on vacancy announcements. Electronic notification should not be your single source of obtaining vacancy information.

Please note that at this time individual electronic notices will be sent for each APT vacancy published. Daily summarized notices will be developed at a later date.

I hope that this new listserv will assist you in obtaining appropriate information on employment opportunities for Administrative, Professional and Technical positions at the University of Hawai'i. If you have any questions on the subscription process, please call the ITS Help Desk at 956-8883 or email at [help@hawaii.edu](mailto:help@hawaii.edu).

c: HGEA  
ITS Help Desk

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Below instructions updated by OVCAFO on April 4, 2008:

**VACANCY ANNOUNCEMENTS FOR  
ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL (APT)  
POSITIONS**

To subscribe:

- 1) Go to the LISTSERV home page <https://listserv.hawaii.edu/cgi-bin/wa?HOME> and login.
- 2) Enter your e-mail address and password or create one by clicking on “get a new LISTSERV password.”
- 3) Scroll to the very bottom till you get to “Access Unlisted Archives:” and input the following in the open cell and click Submit:  
UH-APT-JOBS-L
- 4) Click on “Join or Leave UH-APT-JOBS-L.”
- 5) Input name and click on “Join UH-APT-JOBS-L.”
- 6) If successful, you will receive an e-mail requesting your confirmation to be included in the listserv.
- 7) Click on the appropriate link to confirm. You will then receive another e-mail notice confirming your subscription to the “UH-APT-JOBS-L” list.