

How to Post Open Ford Dealership Positions

This document outlines how to post your job(s) on the UTI/MMI/NASCAR Technical Institute Student National Job Board. Open jobs will be visible to all students and graduates once they have been approved and posted. Please note that once a job is submitted for posting on the Job Board site it can take up to five days to review and post. You will receive a confirmation email when the job has been received by staff members and another email once it has been posted on the job board. Please note that if we have any questions about your posting we will reach out directly to you at the contact information provided.

If you have more than 10 positions to post or you need help in submitting a job listing, please contact our Employment Services Team at 1.877.819.9406.

Please email us at fordemployerservices@uti.edu if you have questions, would like to discuss hiring options or to learn more about becoming a TRIP employer or other Sponsorship opportunities.

Go to URL: uti.edu/jobpost

The following information is required to post a job for your location:

- Employer/Dealership Information
- Employer Contact Information
- Job Information & Benefits
- Job Requirements
- Job Duties

Employer/Dealership Information (Required fields)

Enter the information regarding where the job is located:

Employer/Dealership Name *	
<input type="text"/>	
Employer Address *	Employer State *
<input type="text"/>	<input type="text"/>
Employer City *	Employer Zip Code *
<input type="text"/>	<input type="text"/>

Employer Contact Information (Required fields)

Enter the employer contact information as well as the website where a student or graduate can submit an application:

Employer Contact Title *	
Employer Contact First Name *	
Employer Contact Last Name *	
Employer Email *	
Business Phone Number (XXX) XXX-XXXX *	
Employer Website * (if not applicable please type n/a)	<input type="text"/>

Job Information & Benefits (Most fields required except for starting pay range)

Enter the job details and check the benefits for the open position:

Job Industry *	Number of Positions Available *	Benefits Offered *
<input type="text" value="Please select a value..."/>	<input type="text"/>	
Job Category *	Hours Worked *	
<input type="text" value="Please select a value..."/>	<input type="text" value="Please select a value..."/>	
Job Title *		
<input type="text"/>		
Starting Pay range		
<input checked="" type="radio"/> Please select a value... <input type="text"/>		<input type="checkbox"/> 401K
<input type="radio"/> Specify your own value: <input type="text"/>		<input type="checkbox"/> Medical Insurance
		<input type="checkbox"/> Dental Insurance
		<input type="checkbox"/> Vision Insurance
		<input type="checkbox"/> Paid Vacation
		<input type="checkbox"/> Disability Insurance
		<input type="checkbox"/> Tuition Reimbursement
		<input type="checkbox"/> No Benefits Offered

Job Requirements (Required field)

Check all job requirements applicable for the position:

Job Requirements *			
<input type="checkbox"/> Background Check	<input type="checkbox"/> Commercial Drivers License	<input type="checkbox"/> Drug Screen	<input type="checkbox"/> MC Endorsement
<input type="checkbox"/> Basic Tools Required	<input type="checkbox"/> Clean Driving Record	<input type="checkbox"/> Valid Drivers License	<input type="checkbox"/> MVR Friendly

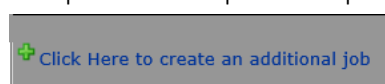
Job Duties (Required field)

Check all job duties that apply to the open position. Please note that you may only select job duties that match the section you chose previously in the Job Industry section.

Job Duties (Check the appropriate category):		
Automotive / Diesel Job Duties		
<input type="checkbox"/> Alignments	<input type="checkbox"/> Engines/Chassis Tear Down/Assembly	<input type="checkbox"/> Repair Equipment
<input type="checkbox"/> Brakes	<input type="checkbox"/> Hydraulics	<input type="checkbox"/> Replace Equipment
<input type="checkbox"/> Check Batteries	<input type="checkbox"/> Inspections	<input type="checkbox"/> Replace Fuel Lines/Sparkplugs
<input type="checkbox"/> Diagnostics	<input type="checkbox"/> Micrometer Measuring	<input type="checkbox"/> Service Writing
<input type="checkbox"/> Diesel Repair	<input type="checkbox"/> Oil/Lube	<input checked="" type="checkbox"/> Suspension
<input type="checkbox"/> Electrical	<input type="checkbox"/> Parts - Assist w/ Questions Requiring Technical Knowledge	<input type="checkbox"/> Tire Mounting/Balancing
<input type="checkbox"/> Electrical Diagnostics	<input type="checkbox"/> Perform Total Rebuild	<input type="checkbox"/> Troubleshoot/Diagnose
<input type="checkbox"/> Engine Rebuilds	<input type="checkbox"/> Preventative Maintenance	<input type="checkbox"/> Tune-ups
Motorcycle/Watercraft Job Duties		
<input type="checkbox"/> Alignments	<input type="checkbox"/> Electrical Diagnostics	<input type="checkbox"/> Repair Equipment
<input type="checkbox"/> Belt/Chain R and R Adjust	<input type="checkbox"/> Engine Rebuilds	<input type="checkbox"/> Replace Equipment
<input type="checkbox"/> Bolt On Accessory: Aftermarket Air Filters	<input type="checkbox"/> Engines/Chassis Tear Down/Assembly	<input type="checkbox"/> Replace Fuel Lines/Sparkplugs
<input type="checkbox"/> Bolt On Accessory: Air/Fuel and Ignition Mapping	<input type="checkbox"/> Inspections	<input type="checkbox"/> Service Writing
<input type="checkbox"/> Bolt On Accessory: Electrical Accessories	<input type="checkbox"/> Micrometer Measuring	<input type="checkbox"/> Suspension
<input type="checkbox"/> Bolt On Accessory: Exhaust Systems	<input type="checkbox"/> Oil/Lube	<input type="checkbox"/> Tire Mounting/Balancing
<input type="checkbox"/> Brakes	<input type="checkbox"/> Parts - Assist w/ Questions Requiring Technical Knowledge	<input type="checkbox"/> Top End Service
<input type="checkbox"/> Check Batteries	<input type="checkbox"/> Perform Total Rebuild	<input type="checkbox"/> Troubleshoot/Diagnose
<input type="checkbox"/> Diagnostics	<input type="checkbox"/> Pre-Delivery Inspections	<input type="checkbox"/> Tune-ups
<input type="checkbox"/> Electrical	<input type="checkbox"/> Preventative Maintenance	
Collision Job Duties		
<input type="checkbox"/> Block and Jam	<input type="checkbox"/> Detailing/Polishing	<input type="checkbox"/> Fabrication
<input type="checkbox"/> Body Repair/Structural	<input type="checkbox"/> Estimating	<input type="checkbox"/> Paint Prep/Painting
		<input type="checkbox"/> R and R/Cut and Buff

Multiple Jobs at Same Location?

To submit a job at the same location, click on the green plus sign shown below at the bottom of the screen and complete the required steps



Submit Job Request

Once form is complete click on 'Submit Job Request' located at the bottom of the form

<input type="button" value="Submit Job Request"/>

Once the job has been submitted, you will be directed to the landing page below:



Universal Technical Institute



Your job was submitted successfully. Your job will be posted in less than 5 business days and will be visible to students for 60 days with the information submitted. If there are any issues in posting the job, you will be contacted within that timeframe. For more information or to renew a job posting call 866-819-9406.

Once the job has been posted for students & graduates, you will receive the following email:

From: Jobs-EDGE@uti.edu <Jobs-EDGE@uti.edu>

Sent: Tuesday, September 24, 2019 2:50 AM

To:

Subject: Job posting submitted

Your job post for the Mechanic was successfully posted. As you may be aware, your job will remain open and visible to students/graduates at all UTI/MMI/NASCAR campuses across the country for the next 60 days.

If you fill your position with one of our graduates please provide the graduate name, location of job, job title, and date of hire to this email. If you are unsuccessful on filling your position within 60 days or have additional questions please email us at Jobs-EDGE@uti.edu or call 866-819-9406.

Thank you for your partnership with UTI.