



## USING THE PAYBACK INFORMATION MANAGEMENT SYSTEM (PIMS) JOB BOARD: A QUICK REFERENCE GUIDE FOR SCHOLARS

The PIMS Job Board provides a list of currently open positions that have been approved by the U.S. Department of Education, Office of Special Education and Rehabilitative Services, Rehabilitation Services Administration (RSA). RSA has determined the positions to be eligible to fulfill payback of scholarship funds received through RSA's Rehabilitation Long-Term Training (RLTT) grant program. The Job Board is accessible only to scholars who have received RLTT scholarships and can be reached by logging in to the PIMS website using unique credentials. The Job Board is designed to be user-friendly and a helpful resource tool for scholars. Scholars can sort, filter, and search open positions by multiple variables including job location, title, category, and full- or part-time status. In addition, interested scholars can sign up for weekly emails notifying them of open positions on the board. Scholars will not apply for individual positions on the PIMS Job Board, but rather they can use the link within a Job Board posting to navigate directly to an employer's hiring page, where they may apply for the position. Scholars can access the PIMS Job Board by following the instructions below:

1. Log in to your PIMS scholar account and scroll to Section F. Eligible Employment and review the "RSA Job Board Section."

**F. ELIGIBLE EMPLOYMENT** [View/Edit Employers](#)  
[Add New Employment Record](#)  
[View All Employment Records](#)

Eligible employment performed on a part-time or full-time basis with compensation must: 1) be in a State vocational rehabilitation agency or related agency; and, 2) in the field of study for which training was received or where the field of study is directly relevant to the job functions performed. Only eligible employment records can be submitted for university approval and employer verification.

Once you have submitted an employment record, it will be sent by PIMS to the Project Director at your university for approval. Once it has been approved and deemed by your university as eligible employment it will be sent to your employer for verification. Once it has been verified by your employer, credit will be applied to your total service obligation fulfilled to date.

Your employer will have 30 days from the date your Project Director approves the employment to verify or dispute the information in the record. For more information on disputed records, click on the "View All Employment Records" link.

You cannot update your current employment record until your employer verifies, disputes the record, or the 30-day verification window expires. Past employment records cannot be edited once submitted unless your employer disputes the record. If your current, full-time position becomes part-time, you must add an end date to the current full-time record and create a new record for the part-time position.

To update your current employment record, click on the "Update Current Employment" link or on the name of your current employer.  
REMINDER: The scholar is responsible for employer verification of eligible employment.

**RSA JOB BOARD**

Would you like to receive weekly email notifications about new jobs?  
 Yes  
 No

[View the RSA Job Board](#)

**CURRENT OR MOST RECENT EMPLOYMENT**

2. Click "Yes" if you would like to receive a weekly email notification of new jobs posted on the job board. You may unsubscribe from the email notification at any time by changing your response to "No." Please allow one week for any changes to process.
3. Click "View the RSA Job Board" to access the PIMS Job Board and all active and approved jobs.

Job Board

This dashboard includes information for all active PIMS Job Board postings. In order to search for the job or jobs with a particular title, employer, category, full- or part-time designation, location, or expiration date please use the filters in the first row. Start by clicking on the black icon next to the criteria you'd like to sort by (ex: Job Location). Once you click the black filter icon, a drop-down menu will appear allowing you to check the box(es) to choose the type of jobs you'd like to see. Clicking the blue filter button will cause the dashboard to adjust, showing you only those positions that fit the criteria you entered. If you have questions, please contact the PIMS Help Desk at 1-800-832-8142 or RLTHelpDesk@ed.gov where staff are available 8 AM – 8 PM ET to assist you.

Clear All Filters

Job Title	Employer Na...	Job Category	F...	Job Location	City	S..
VR counselor	NYS VR Agency	Supported Employment Specialist	FT	In Person	Washington	District of Columb
Vocational Rehabilitation Specialist I/II	State of Maryland	Employment Specialist	FT	In Person	Baltimore	MD
Vocational Rehabilitation Counselor	Wilson Workforce & Rehab Ctr	Rehabilitation Counselor	FT	In Person	Richmond	VA

1 - 3 of 3 items

Once you have accessed the PIMS Job Board, use the filter icon in the top row to sort by Job Title, Employer Name, Job Category, Full or Part-time status, and Job Location. To remove the filters, click on "Clear All Filters" above the Job Title column.

- Click on the job title to view more information about each position.

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1 - 3 of 3 items

- Each job posting page includes a brief job description, employer contact information, and a link to the actual job posting on the employer's website. Click the Job Link to navigate to the employer's website for more detailed information about the position and how to apply to the job itself. To return to the list of all job postings, click on "Back to List" above the Employment Information section of the posting.

MAIN MENU | PIMS HELPDESK | LOGOUT

Job Title:  
VR counselor

Back to List

**EMPLOYMENT INFORMATION**

Employer's Name: NYS VR Agency  
 Job Contact Name: Molly Field  
 Job Contact Email: rcollins+mollyfield@anlar.com  
 Phone: (123) 123-1231

**POSTING INFORMATION**

Posting Start Date: 4/13/2023  
 Posting End Date: 5/31/2023

**JOB LOCATION**

Job Location: In Person  
 Address Line 1: 123 First St NW  
 City: Washington  
 State: District of Columbia  
 Zip Code: 20001

**JOB INFORMATION**

What type of organization State Voc Rehab Agency is this?

Job Start Date: 6/3/2023  
 Job Title: VR counselor  
 Job Link: <https://www.hopkinsmedicine.org/health/treatment-tests-and-therapies/vocational-counselor>  
 Job Description: VR Counselor

## **Important Reminders:**

- Applying for posted positions:

If you are interested in applying for a posted job, use the “Job Link” listed in the job posting to navigate to the employer’s website for more information regarding the application process. RSA and PIMS are unable to process or facilitate applications to job postings.

- Questions regarding job postings:

Contact the employer directly if you have questions about a specific job using the information provided in the “Employment Information Section.” RSA is pleased to provide this resource tool to scholars seeking potential leads for qualifying employment. RSA nor the PIMS Help Desk staff can answer questions concerning job postings. The PIMS Help Desk staff, however, can assist you in accessing PIMS and navigating the PIMS Job Board.