

To request a RICEWorks account, please email jobs@rice.edu and provide the details noted below.

- 1) Full name
- 2) Rice employee ID number
- 3) Rice job title
- 4) Home department name and org number
- 5) Will you be working with staff positions/postings/searches (including regular, postdoc and temporary staff)?
- 6) Will you be working with faculty positions/postings/searches?
- 7) Name of department or division approver (this is the individual who will need to further define and approve your account request). This is typically your department chair/manager or school/division leader.