Finding the New Job Classifications & Career Profiles

Each job classification has a career profile that contains the essential functions and minimum requirements (education, experience and skills). The career profiles can be found in the Positions Module in RICEWorks.

1. Login using your NetID and password
2. Click on the three blue dots in the upper left corner of your screen and select “Positions”
3. Click on “Classifications”
4. Click on “Staff”
5. Click on “More Search Options”
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6. Use the fields included to narrow your search

7. Click on the job classification to see the career profile and pay range information on the job classification