How to Find Your Job Description, Job Classification & Career Profile

Each staff member has access to their job description and career profile in RICEWorks. Follow the step by step instructions below to find yours.

1. Go to RICEWorks (https://jobs.rice.edu/hr)
2. Login using your NetID and password
3. Click on the three blue dots in the upper left corner of your screen and select “Positions”

4. Click on “My Profile”

5. Click on “Position Descriptions”
6. Click on your title to see your **job description**

Each job description contains 2 sections:

- **Classification Selection**: This includes your job classification information as well as the career profile associated with that job classification
- **Position Details**: This is the information specific to your job. It will contain the most recent job description that has been reviewed and approved by Human Resources

7. Click on “Associated Classification” to see your **job classification** and **career profile**