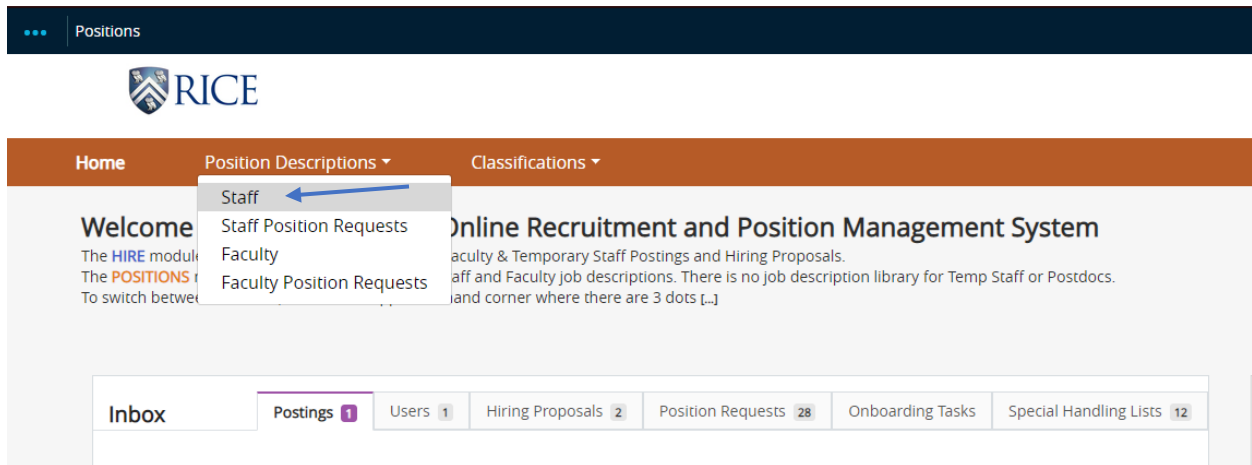


How to Find a Job Description in RICEWorks

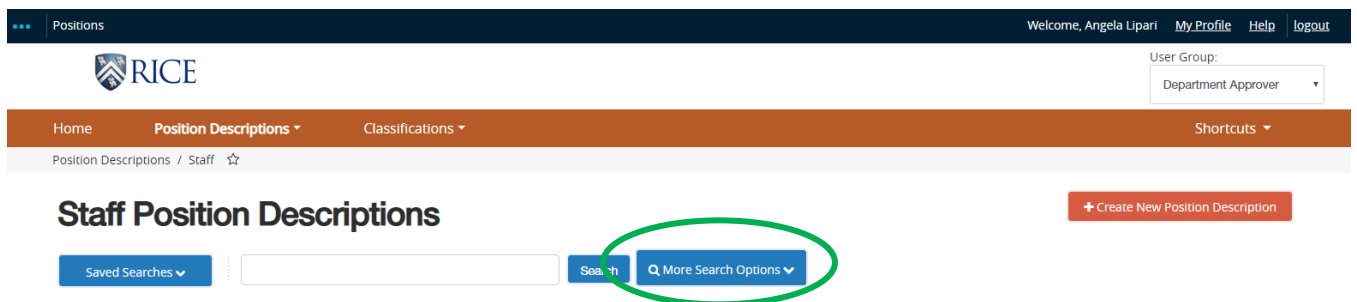
1. Go to [RICEWorks](https://jobs.rice.edu/hr) (https://jobs.rice.edu/hr)
2. Login using your NetID and password
3. Click on the three blue dots in the upper left corner of your screen and select “Positions”



4. Click on “Position Descriptions” in the top orange navigation bar → click on “Staff”



5. Click on “More Search Options” next to the search bar



How to Find a Job Description in RICEWorks

6. Use any of the fields below to search for the position (tip: use the position number if you have it)

The screenshot shows the RICEWorks interface for Staff Position Descriptions. At the top, there is a navigation bar with 'Positions', 'Home', 'Position Descriptions', and 'Classifications'. A user profile for 'Angela Lipari' is visible in the top right. Below the navigation bar, there is a search area with a 'Search' button and a 'Hide Search Options' dropdown. A green oval highlights the search filters, which include: 'Add Column', 'Department', 'Grade', 'Classification Group', 'Classification Code', 'Title', 'Position Number', and 'Incumbent Last Name'. A '+ Create New Position Description' button is located in the top right corner of the search area.

7. Click on the title of the position to open the job description

The screenshot shows the search results table. At the top, there are search tabs for 'Ad hoc Search' and 'Angela's Search'. Below the tabs, there are options to 'Save this search?', 'Selected records 0', and 'Clear selection?'. The table has the following columns: Job Title, Position Number, Incumbent Last Name, Classification Title, Classification Code, Grade, Department, and FLSA. A blue arrow points to the 'Job Title' column.

| | Job Title | Position Number | Incumbent Last Name | Classification Title | Classification Code | Grade | Department | FLSA |
|--------------------------|---------------------------|-----------------|---------------------|-----------------------------------|---------------------|-------|-----------------|------|
| <input type="checkbox"/> | Human Resources Assistant | 140270 | | Temporary Stand-in Classification | TBD00 | | Human Resources | |