How to Find a Job Description in RICEWorks

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 “Position Descriptions” in the top orange navigation bar → click on “Staff”
5. Click on “More Search Options” next to the search bar
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6. Use any of the fields below to search for the position (tip: use the position number if you have it)

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