Quick Guide to Posting Jobs in Career Connect

Posting Jobs

RIT Office of Career Services and Cooperative Education
Log into Career Connect.

**Click Jobs > Job Postings > Post a Job**

Or use the Quick Link, **Create Job Posting**, found on the bottom of the home page.
Employers have two options:

1. When posting the job directly to RIT's Career Connect/Symplicity system, there is no fee. To do so, click on **Post to This School Only**. The job posting will only be viewable to RIT students and alumni.

2. There is a fee when posting to the Symplicity Networks of Schools. This option will post the position to all schools listed in the Symplicity network.
Position Information
If you have posted this position in the past, you will have the option to “Copy or Repost Position”. Please remember, to review all data when copying a previously posted position before submitting.

Required Fields:
• Position Type
• Job Title
• Desired Start Date
• Job Description
• Qualifications
• Location
• Approximate Hours Per Week
• Posting Date
• Expiration Date
Application Instructions
Decide how you would like to receive student application materials. Employers can choose more than one of the options below:

**Email:** Employers receive an email **every time** a new applicant submits their materials.

**Accumulate Online:** Applicant materials are collected and saved online.

**Other:** When an employer chooses “Other” a text box entitled “How to Apply” will appear. This is useful if the employer wishes to have applicants apply directly to the company website.
Qualifications

Required Fields:

Select the **Desired Major(s)** from the picklist. The picklist will give the option to select an entire college, or employers can choose specific majors by clicking the [>] box to the right of the college.

Unsure what majors are applicable to your position?

Reach out to your Career Services contact or contact us at [careerservices@rit.edu](mailto:careerservices@rit.edu)
• **CPT/OPT Eligibility.** CPT/OPT are temporary authorizations offered to students on F-1 visas to work in their related field for a period of total 12 months. Employers are required to specify if their company hires CPT/OPT applicants.

• Agree to the **RIT Recruiting Policies.** Read the Disclaimer and initial with your agreement.

• Click **Submit** or **Save and Finish Later** if you wish to submit at a later date.
Questions?

Contact your Career Services contact or email us at careerservices@rit.edu