Quick Guide to Posting Jobs in Career Connect

# Posting Jobs

RIT | Office of Career Services and Cooperative Education

**RIT**

- ⌂ Home
- ⊚ Employer Profile
- 💼 Jobs ˅
- 🖥 OCR
- 📅 Events
- 📅 Calendar
- ⚙ My Account

- ➤ Give us Feedback
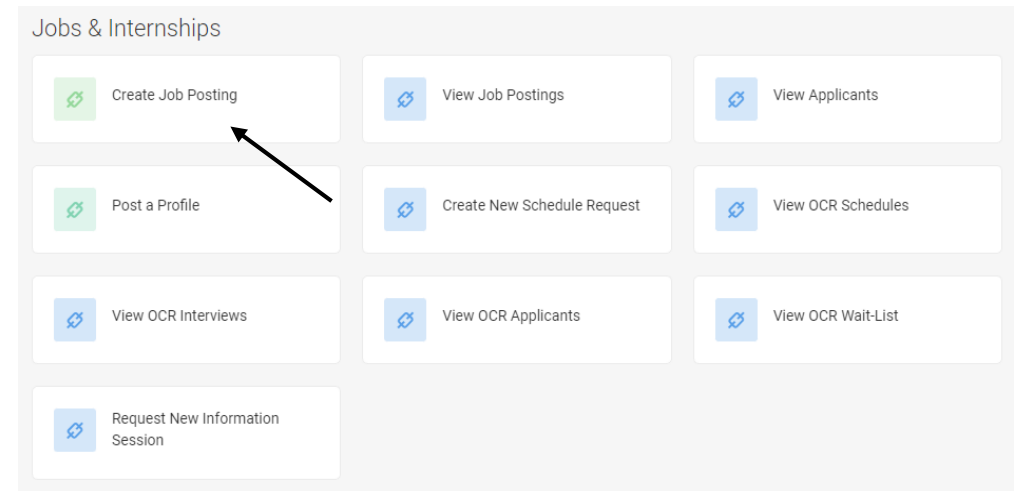
Welcome to Career Connect

Ready to recruit? Get started by exploring ways to engage our incredible students.
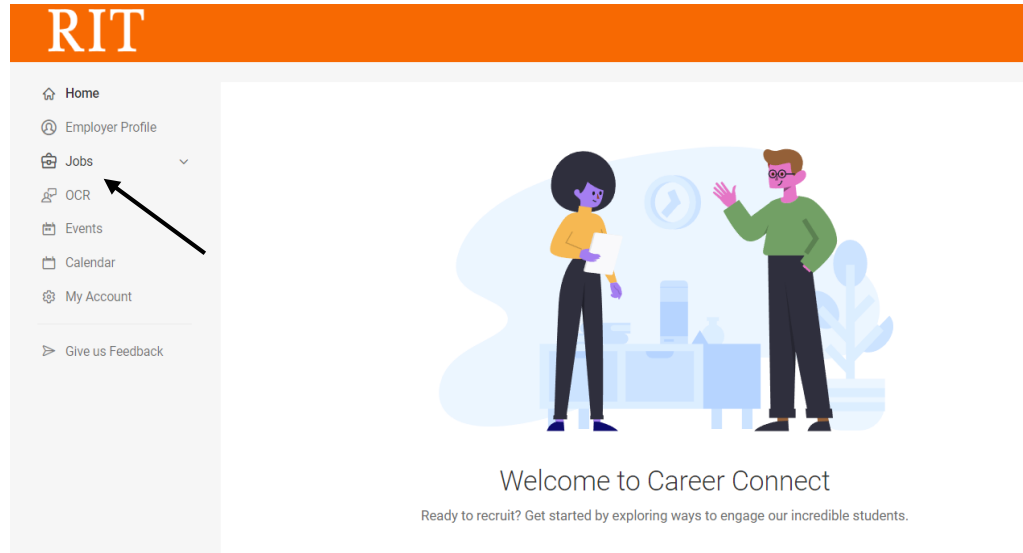
Log into Career Connect.

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

Or use the Quick Link, **Create Job Posting**, found on the bottom of the home page.

**Jobs & Internships**

| | | |
|---|---|---|
| Create Job Posting | View Job Postings | View Applicants |
| Post a Profile | Create New Schedule Request | View OCR Schedules |
| View OCR Interviews | View OCR Applicants | View OCR Wait-List |
| Request New Information Session | | |

**RIT** | **Office of Career Services and Cooperative Education**

# "Where would you like to post your job?"



This School Only

Post your job and reach qualified candidates from this school only.

Post to This School Only

Symplicity Network Schools

Post your job and collect applicants across multiple Schools on Symplicity Recruit. Fees apply. This school is included at no cost.

Post to Multiple Schools

Employers have two options:

1. When posting the job directly to RIT's Career Connect/Symplicity system, there is <u>no fee</u>. 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

**Submit**  **Save And Finish Later**  Cancel

* indicates a required field

### Position Information

**Remote**
Is this a remote position
○ Yes   ○ No

**Copy or Repost Position**
Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

[ ∨ ]  Show Archived

**Position Type** *
○ On Campus Student Employment
○ Full-Time
○ Co-op/Internship
○ Research (REU)
○ Fellowship
○ Contract/Freelance
○ Part-Time (not for on-campus student employment)
○ Volunteer

**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

**RIT** | **Office of Career Services and Cooperative Education**

## Application Instructions

**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**

**RIT** | **Office of Career Services and Cooperative Education**

RIT Recruiting Policies *

☐ I understand and agree

Please type your initials to indicate agreement with the following disclaimer: *

DISCLAIMER: IT IS OUR POLICY THAT NO CITIZEN OF THE UNITED STATES OR ANY OTHER PERSON WITHIN THE JURISDICTION THEREOF SHALL, ON THE GROUNDS OF RACE, COLOR, SEX (INCLUDING SEXUAL HARASSMENT), AGE, DISABILITY, VETERAN STATUS, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION IN EMPLOYMENT OR UNDER ANY EDUCATIONAL PROGRAM OR ACTIVITY OF THE UNIVERSITY.

[ Submit ]  [ Save And Finish Later ]  [ Cancel ]

- **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**

**RIT** | **Office of Career Services and Cooperative Education**