



FINDING PART-TIME JOBS

URI Career Services ♦ 228 Roosevelt Hall ♦ Kingston, RI 02881 ♦ (401) 874-2311 ♦ <http://career.uri.edu>

How to Find Part-Time Employment through *RhodyNet*

First time users of *RhodyNet*:

Navigate to <http://career.uri.edu>.

- Click on the top of the oval *RhodyNet* button (“Students”).
- Click on “**Click here to register.**” (*found under the login boxes*)
- Complete all required fields (marked with a red asterisk *)
- **Important:** In the first section, “Personal Information,” enter your 9 digit URI student ID# in the field
- Create and remember a unique username and password for future *RhodyNet* access.
- Problems accessing *RhodyNet*? Contact Steve Gagnon at sgagnon@uri.edu or 874-5137 or email Career Services at career@etal.uri.edu immediately!

To search for Part-Time Jobs on *RhodyNet*:

After completing registration (above), you are ready to search for part-time jobs!

- Click on the tab Job Search and then click on Jobs to go to the job search engine
- In the field Position Type (left hand column), select “Part-time.”
 - ✓ To view part-time jobs in RI only, select Position Type “Part-time” and “Rhode Island” from the State Location of Job pull down field.
 - ✓ To include multiple fields from a pull down list in your search, hold down the CTRL key while selecting the fields.
- To maximize your search results, leave all other fields blank.
- Click on the job title of each position to view the job description.

To use the Search Agent: Move the scroll bar at the bottom of your screen all the way to the right. At the top of your search list, click on the “Create Job Agent” link and you will be given the opportunity to have any new part-time jobs emailed to you directly as they become live on the system.

There are several methods for finding campus employment:

- Find a job online through *RhodyNet*, the online job board and career management system exclusively for the use of URI students and alumni (see “how-to” above) and/or
- Visit or contact departments you would like to work in and inquire about part-time jobs and/or
- [Dining Services](#), [Recreational Services](#), [Information Technology](#), Ryan Center, the University Library. These University departments provide excellent experience and hire large numbers of students.
- Contact [Enrollment Services](#) regarding any fall student employment events.

Important TIPS regarding Campus Jobs:

- Not all part-time campus jobs are posted on *RhodyNet*
- YOU must seek out employment--jobs are not automatically “set aside” for any student.
- Keep track of departments you apply to and follow-up if you do not hear from them within 3 weeks.
- Most jobs are posted and filled between mid-August and early-September.

On-Campus employment for students WITH work-study awards. Some part-time campus jobs may be available **only** for students with college work-study awards. This information will be part of the job description within *RhodyNet*. Even if you have received a work study award, it is your responsibility to actively search out and apply for campus jobs. Money earned through Federal Work Study (FWS) is paid to the student and is theirs to use for expenses. Federal Work Study grant money can be used by any department at the University to pay your salary.

What is Federal Work Study? Enrollment Services, (<http://www.uri.edu/es/>) located in Green Hall, is the campus department that manages the federal student employment program, determines the award of Federal Work Study, and manages any events for on-campus employment. To find out if you have a work-study award and its amount, log onto **e-Campus** and navigate to Home > Campus Finances > View Financial Aid.” – Enrollment Services Website. For Questions concerning Federal Work Study, contact Abby Juenger ajuenger@uri.edu or Victor Gaspar vgaspar@uri.edu 874-9500 in Enrollment Services.