

How to Hire a URI Student for a Campus Job

POST A CAMPUS JOB!

Hiring a student employee for your department or office has never been easier using **RhodyNet**®, our web-based software, which provides your department with a free online tool to help you find candidates.

It is available to all URI students 24/7, whether they live on-campus or not, and to first year students as soon as they register for classes.

IF YOU ARE A FIRST-TIME USER OF **RhodyNet**®

- Go to <http://career.uri.edu> and click on the “**Employer**” section of the **RhodyNet**® oval in the upper left corner of our homepage. When the new screen opens, click the “**Click here to register**” link (beneath the Username and Password fields).
- Register your department or office on **RhodyNet**® by completing all required fields (marked with *).
- Create and remember your unique username and password.
- After you complete your registration, you may post a job.

TO POST A JOB:

- After completing your registration (instructions above), select My Jobs from the menu bar at the top of the screen, then New Job.
- Complete additional required fields with the pertinent job information. (Required fields are once again marked with *).
- Click SAVE when you are finished.
- Previously posted, but expired, jobs remain archived on the website. You can activate them as needed by copying and editing the expiration dates. They are posted under My Jobs as Job List. Instructions are given on that page.

IMPORTANT NOTE: When completing the job fields, be sure to choose “Part-time” in the Position Type.

For questions, please contact Carolyn Thomas, 401 874-5250 cfthomas@uri.edu or Audrey Tessier atessier@uri.edu 401 874-4012.
Career Services 228 Roosevelt Hall Kingston RI 02881 401 874-2311

Log on to

RHODYNET

Oceans of Career Possibilities

