

STUDENTS & ALUMNI

TO SET UP YOUR ACCOUNT

Set aside 15 minutes and sign up in Career Services (Massman 3) through one of our weekly workshops listed below. If these times do not work with your schedule, contact us at 816-501-4061 or by email at shelly.oliver@rockhurst.edu or mike.theobald@rockhurst.edu to set up an appointment.

Tuesdays 3:30 p.m.
Wednesdays 10 a.m.
Thursdays 1 p.m.

RU CAREER ACCOUNT

The RU Career Account is an online site that allows employers to post part-time, full-time and internship positions specifically to Rockhurst. Directly apply for positions and become visible to employers by uploading your resume. **Once your account is set up, you can access your account through your pc or mobile device.**

Account Features:

Career Services Event Calendar

Look up what career fairs and events are scheduled by viewing the Career Services event calendar.

Customized Search Sent to You

Receive alerts daily, weekly or monthly of new postings sent directly to your email address, based on the criteria you are looking for. Customize your search to specific fields and industries.

Career Finder Exploration Tool

Take a free, online career assessment and explore career paths based on your interests and preparation level. Research average salaries, projected job growth and more.

Employer Directory

This includes all the employers that have ever posted in the account. Find out which employers have sought out Rockhurst students and alumni in the field you are searching.

Sample Resumes, Cover Letters and Other Resources

Access sample resumes, cover letters, thank you letters, salary information and other helpful guides in the *Document Library*.

Career Account - Rockhurst Mobile App

Find the 'career account' button on your free Rockhurst mobile app. Log in and enjoy all the features of the account, including searching through postings, receiving customized job alerts and accessing the employer directory, right from your smart phone or mobile device.

EMPLOYER PARTNERS

Please contact Mike Theobald at mike.theobald@rockhurst.edu or 816-501-4861 or Shelly Oliver at shelly.oliver@rockhurst.edu or 816-501-4858 to learn about setting up an account and posting positions.