Creating Job Search Agents

To best take advantage of RamblerLink’s mobile interface for job searching, you will need to set up one or more Job Search Agents in your RamblerLink account. A Job Search Agent is basically the set of criteria that you selected when performing a job or internship search that returned the type of position(s) are seeking. Job Search Agents can also be set to run automatically and email your results of newly posted positions based on your selected criteria on a regular basis.

Creating a Job Search Agent:
- Go to www.luc.edu/career and directly under Students & Alumni click “Login to RamblerLink
- Click on the maroon box labeled Student/Alumni Login
- Login using your Loyola Universal ID and password

Create your search criteria:
- Select the “Jobs/Internships” tab on the left side of your screen and select “RamblerLink Jobs”
- Click on the gray “Saved Searches & Search Agents” link and enter a name for your search agent (for example, All Part-Time Jobs), how often to receive your search agent email and whether you would like want new results only.
- Click Save
  - If you did not get the type of results you expected, you can edit this saved search.

Editing and running a job search agent:
- Select the “Jobs/Internships” tab on the left side of your screen and select “RamblerLink Jobs”
- Click on the gray “Saved Searches & Search Agents” link.
- To revise your search criteria, click edit or delete.