What is RamblerLink?
RamblerLink is a career and job management system and your link to:

- On-campus student employment (including jobs that require and do not require Federal Work Study)
- Community-Based Federal Work Study (FWS) Jobs
- Jobs & Internships
- Volunteer and Service Learning opportunities, and more!

How can I access in RamblerLink?

- 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 password
- Complete your profile
- Note: You will be unable to search for jobs unless your profile is complete.

How do I search for Federal Work Study (FWS) positions in RamblerLink?

- Click on the “Jobs/Internships” tab on the left side of your screen and select “RamblerLink Jobs”
- Click on the link “Advanced Search Features,” select criteria under Position Type, and then click “Search”
  - For On-Campus positions, select “On-Campus Part-Time Student Employment (FWS or NonFWS)”
    - You can select the “Type of Loyola On-Campus Position” drop-down button in order to filter for jobs
      and internships that require FWS and those that do not require it and which campus you prefer.
  - For Off-Campus FWS positions, select “Community-Based Federal Work-Study (FWS)”
- Click on a job title to learn more about the position, such as whether FWS is required, job location, and
  requirements
- Note: Check RamblerLink frequently as hiring departments are constantly adding positions.
How do I search for non-Federal Work Study positions in RamblerLink?

- Click on the “Jobs/Internships” tab on the left side of your screen and select “RamblerLink Jobs”
- Click on the gray link “Advanced Search Features,” select criteria under Position Type, and then click “Search”
  - For On-Campus, non-FWS positions:
    - Under Type of Loyola On-Campus Position, select “Part-Time Job – Federal Work Study Optional – LSC” or “Part-Time Job – Federal Work Study Optional – WTC” and click “Search” button
    - Click on a job title to learn whether FWS is required and for additional information
  - For Off-Campus, non-FWS positions:
    - Under Position Type, select “Part-time Paid (off campus)” and click the “Search” button

How do I upload my resume to RamblerLink?

- **Note:** Allow up to two business days for your document to be reviewed by Career Development Center staff.
- Click the “Documents > Pending” tab on the left side of the page
- Click “Add New”
- Select the proper “Document Type” (resume, cover letter, unofficial transcripts, etc.)
- Label your document using the following format: First Last Major (e.g., John Smith Biology)
- Choose the correct file (only MS Word or PDF files are compatible)
- Once your resume is converted/uploaded it will appear in the “Documents Pending” tab. Please open it from within RamblerLink to make sure it converted correctly and your formatting has remained intact
- Make sure your most recent/best resume is listed as your “DEFAULT”

How do I apply for jobs?

- **Note:** You will not be able to see application instructions until you have a resume uploaded and approved in RamblerLink.
- Read the application instructions in the upper right corner of the posting details. Only apply for positions for which you are qualified
- Select the appropriate version of your resume for the job
- If a position requests a cover letter, make sure you have uploaded and had approved the correct cover letter, and select it from the drop down menu
- Please note that anything written in the “Notes” section is completely visible to the employer, and should only be a short message with a definite point (i.e., informing the employer you will bring proof of Federal Work Study to the interview), and should never replace a cover letter.