Reposting Positions in RamblerLink

RamblerLink is our career and job management system that provides you with an easy way to post your open positions, register for career fairs and other events, search for resumes of qualified candidates, manage on-campus interviews and stay connected with Loyola’s Career Development Center.

Reposting Non-OCR Jobs, Internships and Other Opportunities

- Click on the “Jobs & Internships” Tab.
- Select the “Add New” button at the bottom of the screen.
- That will pull open the job posting form. The very first option in that form is a “Copy Existing” option with a Drop Down menu.
- Note: if it has been more than one week since your position expired, you will have to click the “Show Archived” button before trying to select a position to copy from the drop down menu.

- Once you have selected the position you want to copy, it will automatically fill in all of the details from the original position.
- Edit your new position.
- Be sure to read it carefully so all of the data is current and correct. Delete the word “copy” from the position title.
- Enter the proper start date in the Start Date field at the bottom of the screen, and click Submit.
- You can edit your reposted position until it has been approved.