Wentworth
Co-ops & Careers

WITWorks Co-op and Job Search Tips

Search for Posted Co-ops and Jobs

Searching for your next co-op or full-time job through WITworks is easy. You can customize your search using filters and save your search, so the system emails you when new jobs get posted.

To search for co-ops or jobs, select **Jobs** from the header menu.

Add your position type using the filters below the keyword search bar and click Apply:
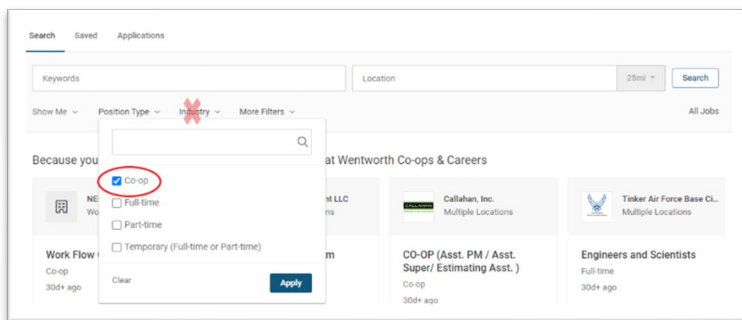
*Note: Employers do not use "Industry" in their job postings. We do not recommend you select an industry in your search. The most relevant jobs will be found by using a filter for your major.

Use "More Filters" to add 2 more filters: your major and your work term. Click Apply at the bottom of the window. We do not recommend using any additional filters.
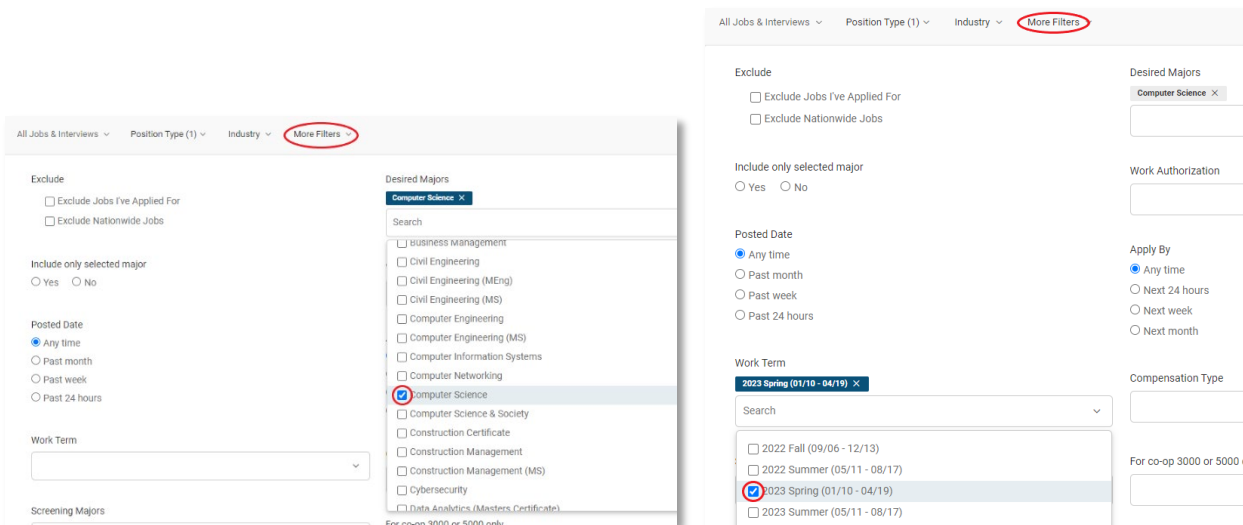
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Saved Searches

A saved search allows you to save the search criteria you entered so you can run the same search again and again. You can also set your saved search to run automatically and email you when new jobs are posted. To save your search once you've customized the results, select "Save Search/Create Job Alert".
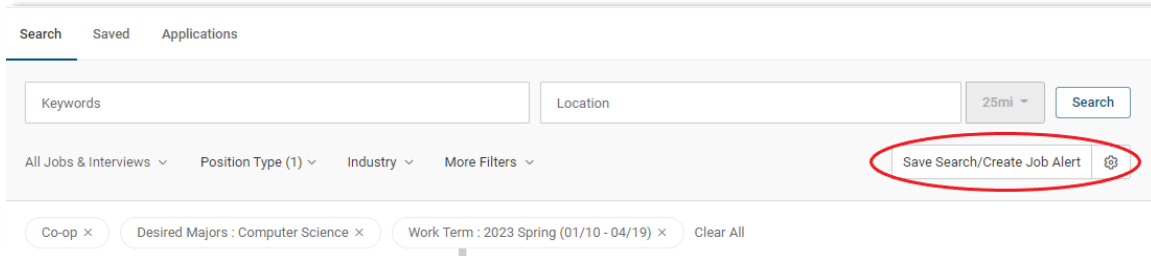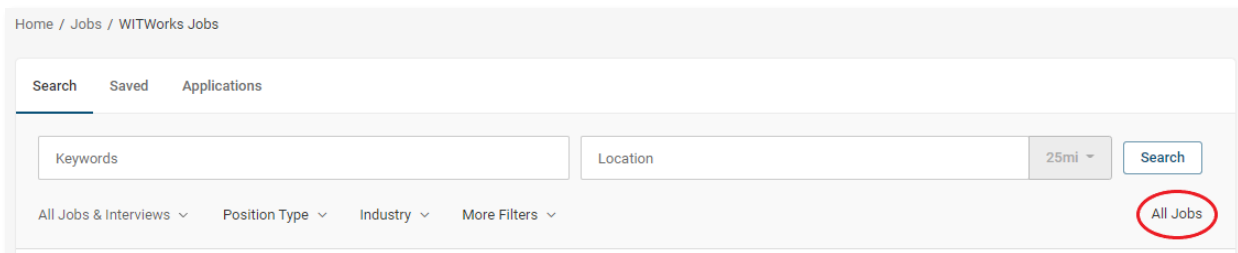

Your saved search will be added and you will get notified at your wit.edu email address. To edit the notification settings of your new saved search, select the gear icon next to the Saved Searches/Create Job Alert button and change the frequency an alert is sent to you using the drop-down menu. You can also click on this "Saved Search/Job Alert" to replicate the search criteria the next time you login to search.
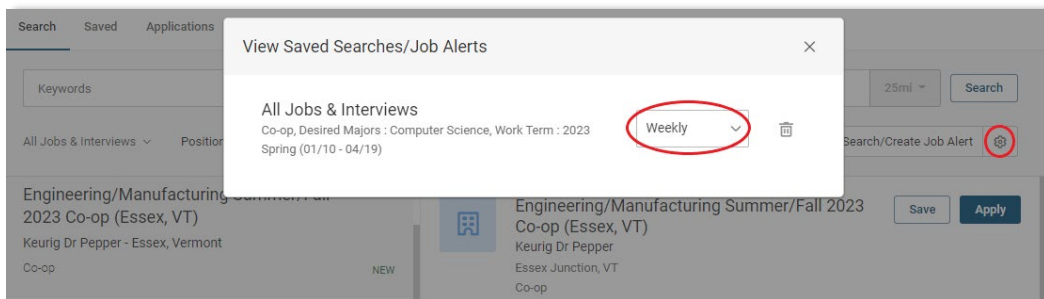
Navigation Note:

The next time you want to manually run your saved search in-between notifications click the "All Jobs" link under the Search button to open the job listing page where you will find the gear icon as indicated in the above step.

Updated 12/2022