Registering your Department with CCN to Post an On-Campus Job

- Go to www.housatonic.edu
- Click on Student Services tab
- Choose Career Services
- At the bottom of the page click on the CCN link

- Choose Employers
- Then Create Account
- Complete the Employer Registration online form
- For Company Name – enter Housatonic Community College / department
- Create an Access ID and click on Register
- You will receive a confirmation email from athomas@housatonic.edu within 48 hours
- Double click the email attachment and follow the link to Activate Your Account
- You will be prompted to Create a Password
- A new screen will appear indicating your account has been activated

Posting your Student Assistant job to CCN

- Sign in to CCN with your Access ID and Password
- Choose post, edit, repost or expire Job Postings
- For Company Name – enter Housatonic Community College / department
- For Job Title – enter Student Assistant
- For Job Description – list the position requirements
- For Type of Job – be sure to check Student Assistant
- Experience Level – must indicate Students only (not alumni)
- Save Job Posting

Reviewing Student Assistant résumés

- Sign in to CCN with your Access ID and Password
- Under Job Candidates - choose Search Student and Alumni résumés
- For Job Type(s) wanted – be sure to choose Student Assistant
- Click on Begin Search
- A list of Student Assistants will appear

- Click on the gray résumé icon to view a student’s résumé
- You can contact the students you would like to interview directly