

College Central Network-Employer Account

Posting On Campus Jobs and Searching Student Resumes

1. Create a job description
2. Review job description with supervisor and get approval from your division's dean
3. Create an Employer account on www.collegecentral.com/Housatonic and post your position

Posting Jobs

- Select JOB BOARD
- Click on POST A NEW JOB button
- Review/add job description and select STUDENT ASSISTANT for job type
- Select Save Job Posting button

Reviewing Student Assistant Résumés

- Sign in to your Employer CCN account with your User ID and Password
- Select Search Candidates
- Scroll down and select Job Type Wanted – Student Assistant
- Click Begin Search button
- A list of Student Assistants will appear
- Click on the résumé icon to view a student's résumé
- You can contact the students you would like to interview directly for on-campus positions

PLEASE INFORM CAREER SERVICES IF YOU HAVE HIRED A STUDENT FROM THE LIST, SO WE CAN UPDATE THE LIST OF AVAILABLE STUDENTS!