



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

- Go to [www.housatonic.edu](http://www.housatonic.edu)
- Click on **Student Services**
- Choose **Career Services**
- At the bottom of the page click on **CCN link** for Employers




- 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](mailto: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 approved “STUDENT ASSISTANT” résumés

- Sign in to **CCN** with your **Access ID** and **Password**
- Under **Job Candidates** - choose **Search Student and Alumni resumes**
- For Job Type(s) wanted – **ONLY SELECT “Student Assistant”**
- Click on **Begin Search**
- A list of **Student Assistants** will appear
- Click on the green **resume icon**  to view a student’s resume
- You can contact the students you would like to interview directly