

Access Students at Edmonds CC

College Central is Edmonds Community College's updated online job and internship recruitment site. Current and alumni students can access **College Central** to search part- and full-time jobs and internships by following the steps listed below. Follow the instructions below to access our **FREE** online job posting and resume search system.

Employer Job Posting Instructions

Step 1. You must register and be approved in order to post jobs and conduct resume searches. An email address is required to register. Contact our office if you do not have access to email.

- Go to the URL **www.collegecentral.com/edcc**.
- Select the **Employers** icon. Read the information on the second screen.
- Choose the link for **Register Now**. Enter registration info and create an Access ID.

If the ID you choose is already in our database, add a letter(s) or number(s) or an underscore. All IDs must be unique.

- Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password.

****Note:** The **Help Page** link will give you detailed directions and other useful information**

Step 2. Using the CCN Recruitment Services for Employers once approved:

- Go to our school's site as above and choose the **Employers** icon.
- Click the link for **Online Services**.
- Enter your Access ID and assigned Password.
- From your account page, you may:

Update or Review Registration Information

Please keep your information up-to-date for the accuracy of our records.



Step 2 continued on back side...



Step 2 continued...

Post a New Job

- **Give plenty of detail** to make your postings attractive to students/alumni. You may cut and paste job descriptions. If posting part-time jobs, please list hours required.
- Please **list the city** or area where the job is located to aid jobseekers.
- You **can edit the resume submission deadline** date to best fit the job.
- Be sure to **list an email address in the contact information** to receive resumes via the system. This also helps us track student resume submissions.

Once you have posted a job, you can **Post, Edit, Repost or Expire Job Postings**

- Post new job opportunities - it's unlimited and free.
- Edit job postings as needed.
- Repost expired jobs if they are still open or become open again.
- Expire jobs when they have been filled so they come off view.

If approved for this feature, you can easily **Search Student and Alumni Resumes**

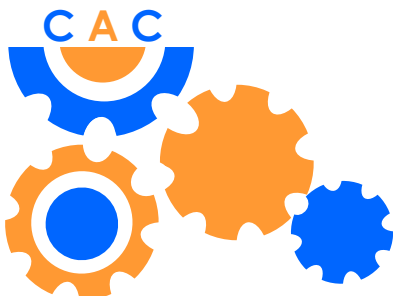
The more criteria you chose, the more limited your results will be.

Use the toolbar Back button to exit out of resumes opened in Internet Explorer.

****Note:** Please make sure your email is set up to read HTML, otherwise messages may be jumbled.**

If you have questions, contact the Career Action Center by:

 Mountlake Terrace Hall room 130  careeractioncenter.edcc.edu  425.640.1256
 careeractioncenter@edcc.edu  www.collegecentral.com/edcc



Edmonds Community College Does Not Discriminate On The Basis Of Race, Color, National Origin, Sex, Disability, Sexual Orientation, Or Age In Its Programs And Activities.

Need Disability Accommodations? Contact EDCC At Least 10 Days In Advance Of This Event By Calling (425) 640-1365. The Edmonds School District Does Not Sponsor Or Endorse The Activity And/or Information Contained In This Material.