

Posting a Job/Internship on the College Central Network:

1. Log onto www.collegecentral.com/utica
2. Click on “Employers”
3. Click on “Online Services” and enter your Access ID and Password
 - a. If you do not have an account, click on “Register Now.” Your registration requires approval before jobs may be posted.
4. Click on “Job Board”
5. Click on “Post a New Job”
6. Enter complete information about the position
7. Click on “Save Job Posting”

At this point, the job is on hold, pending Career Services’ approval. Once the job is approved, students and/or alumni will have access to the position. To view the job at any point from the student perspective, click on the “Job ID” link.