



ON-CAMPUS STUDENT EMPLOYMENT SUPERVISOR INSTRUCTIONS FOR POSTING JOBS

Visit the DCTC Recruitment Website (Internship & Job Postings):

<https://www.collegecentral.com/dctc/>

REGISTER YOUR OFFICE AS AN EMPLOYER*

- 1) Click on “**Employers**”
- 2) Click on “**Create Account**”
- 3) Fill out the “**Employer Registration**” Form
- 4) Make sure that you **type “DCTC” before your own name followed with comma before office name** within the box titled “Company Name” (Example: DCTC Scott Determan, Dean)
- 5) Follow example Employer Registration Form on pages 2-4 of this document

**One employer account per ARCC Office. Registration is a one-time event. Once your account is created, you will be responsible for saving your Access ID and Password for future job postings.*

WHAT HAPPENS AFTER I SUBMIT THE EMPLOYER REGISTRATION FORM?

- You need to be **granted approval** to start posting jobs (just like any other employer)
- Jessica Ayub (Career Services) will approve your office's registration (you can expect a short waiting period for approval to happen - usually within 1-2 business days)
- An automatic email will be sent to **activate your account** (make sure to check your junk box)
- You can then post your job

INSTRUCTIONS TO POST A JOB

- 1) Again, go to the website listed above and click on “**Employers**”
- 2) Log into your College Central Network Account, with your Access ID and Password
- 3) From your account page, you may:

UPDATE OR REVIEW REGISTRATION INFORMATION

- Please keep your main contact person's info up-to-date for accuracy. Note, some supervisors in offices may change and if you have any questions, contact Jessica Ayub.

POST A NEW JOB

- All postings MUST have the application web link at: <http://www.dctc.edu/admissions/pay-for-college/student-employment/>
- Differentiate whether this is a **Student “Work-Study”** (Financial Aid eligible) and/or **“Student Worker”** (Cost Center funded) opportunity.
- **Give plenty of detail** to make your postings attractive to students. You may cut and paste job descriptions. Please list hours required, and pay.
- Please be clear **which department/program area** corresponding to the position offered.
- You can **edit the submission deadline** date to best fit the job. You have control over how long the posting will be up for, but note that the longer the expiration date then position shows up further down the list of all openings in the posting system alongside those of employers.
- Be sure to **list an email address in the contact information to receive any resumes**, if applicable.

YOU CAN POST, EDIT, REPOST OR EXPIRE JOB POSTINGS

- **Post** new job opportunities - it's unlimited and free.
- **Edit** job postings as needed.
- **Re-post** expired jobs if they are still open or become open again.
- **Expire** jobs when they have been filled so they are taken down.

EXAMPLE EMPLOYER REGISTRATION FORM:

Employer Registration

Thank you for registering with the Career Services & Internships. Please fill out the form below. All fields marked *are required.

Contact Name*

Name of main contact in Dept/Office

Title

That person's title

Department

The name of the Dept/Office at DCTC

Alumni Status

Are you an Alum of this school?

Yes

No

Company Name*

DCTC - Insert your name, dept/office name here

Very important to put “ARCC” before your office name, so students will know it’s an on-campus job

Company Address*

Address

City*

State*

Zip Code*

Country*

Phone*

Fax

Email Address*

Company Description*

Dakota County Technical College endeavors to serve students within nearby communities, as well as those coming from countries around the world. The majority of students work toward degrees and diplomas in a variety of programs to prepare them for employment. As members of a student-centered organization, all employees, faculty members and administrators are focused on ways to continuously improve student learning within the college's mission. Along the way, DCTC has become a leader in delivering sustainable technologies, service-learning opportunities, and community engagement into the curricula of most programs.

Company Website

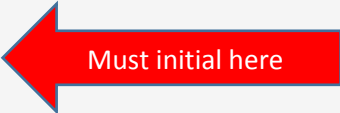
In job posting, after account set-up: Behind the slash, add "student-employment"

Industry
Accounting
Advertising
Advocacy/Policy/Politics
Aerospace/Aviation
Agriculture/Fishery/Forestry/Horticulture

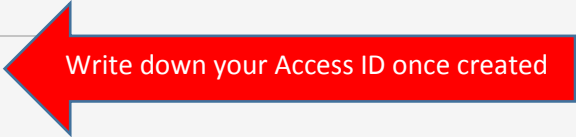
You can leave this blank if you wish

Control-Click to select more than one industry.

EOE Status We are an Equal Opportunity Employer. Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, gender, marital status, sexual orientation, veteran status or disability, to the extent required by federal, state, and local laws.

Please initial: 

School Email Notices I do not wish to receive bulk emails from the Career Services & Internships through the College Central Network system.

Access ID* **Create an Access ID for logging in to your account:** 

[Return to the School Home Page](#)

Questions?

Contact Jessica Ayub (Career Services) as the key administrator for questions on overall Student Employment hiring paperwork and processes:

jessica.ayub@dctc.edu

651-423-8283

Contact Michael Crider (Financial Aid) for any other work-study related questions:

michael.crider@dctc.edu

651-423-8299

Contact Julie Cekalla (Business Office) for any payroll related questions:

julie.cekalla@dctc.edu

651-423-8248