



OFF-CAMPUS JOB POSTINGS

Employer's Post Internships & Job Openings

Visit the DCTC Recruitment Website:

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

CREATE AN ACCOUNT

- 1) Click on "**Students**"
- 2) Click on "**Create Account**"
- 3) You must use your **STAR ID** (2 alpha letters, numbers, 2 alpha letters) as your User ID
- 4) Create a **password**
- 5) Fill out the information requested to create your account (2-3 minutes)

SEARCH FOR OPEN OFF-CAMPUS POSITIONS

Recommend not setting any criteria so you can view all available internship / job openings:

- 1) Once your account has been created, log-in using your STAR ID and Password
- 2) From your Dashboard, click on "**Search Postings to my School**"
- 3) Click on green button on top "**Quick Search**"

Also, may try searching for a particular Major and/or Job Target areas:

- 1) and 2) are the same as above...
- 3) Scroll down until you see the search categories under "**Major**" or "**Job Targets**"
- 4) Click on the labels for applicable majors or job targets (use CTRL-click to pick multiple ones)
- 5) Leave all other information/search boxes blank on this page
- 6) Click on the blue "**Begin Search**" at the bottom of the page
- 7) View available positions, click on titles to view more detailed information
- 8) Follow instructions on each posting to **apply for jobs with employers**

DO YOU NEED HELP WITH...

- Creating your College Central Network Account?
- Searching jobs within the system?
- Creating a resume or cover letter?
- Learning how to interview for jobs?

Visit the Career Services Center for help!

Jessica Ayub | Director of Career Services

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Meetings: By Appt. Only – Please Email | Office: 2-202