

How to Post your MCC Work-Study Position

All campus work-study positions should now be posted online at College Central Network (CCN). As a MCC Site Supervisor, you have direct access to CCN and will be responsible for:

- posting the details of the position(s) your department has available
- providing updated contact information for prospective candidates
- listing appropriate application instructions
- expiring your posting once the position has been filled

Career Services will serve as a point of contact for any CCN related questions, whereas the Financial Aid Office will remain the primary point of contact for Work-Study funding and eligibility related questions.

Posting a work-study job is easy!

- 1.** Go to MCC's On-Campus Jobs - Work Study account on CCN at <http://www.collegecentral.com/manchester/Employer.cfm>
- 2.** Click on **Log in to your Account** and log in using the following information:

Access ID: workstudyjob	Password: cougarjobs
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- 3.** Under "Job Board", click on "Post, Edit, Repost or Expire Job Postings".
- 4.** Select "Post a New Job".
- 5.** Write your job posting:
 - **Company Information:** Please leave this section alone (info is pre-filled). **VERY IMPORTANT!**
 - **Job Information:**
 - include both the job title and your department name in the "Job Title" field
 - provide details and requirements for the position in the "Job Description" field
 - select Work-Study as the "Type of Job"
 - choose On Campus as the Job Location
 - type in Manchester in the "City, County or Borough" field
 - **Job Requirements:** Select "Students" ONLY, and complete the remaining fields based on your hiring needs.
 - **Contact Information:** Customize the "Name" field with your own name and position title, or department contact. Be sure to include at least one method of contact (mail, phone, fax, or email). Provide specific applications instructions, if any.
 - **Posting Information:** Specify job posting expiration date, otherwise it will expire after 30 days.
- 6.** Select "Save Job Posting".

Additional Tips

- ❖ Select "Edit" to make changes to your current posting.
- ❖ Select "Expire" when position is filled.
- ❖ Select "Repost" to re-open and post a position that has been expired.