

**Clarion University Career Services Center
College Central Network
Students/Alumni Users Guide – Fall 2011**

This document provides instructions for students and alumni on how to establish an online account on College Central Network. After registering, you will be able to upload an approved resumé and/or search for part-time, summer, seasonal, internship, or full-time opportunities.

If you have questions regarding the use of the online system, please contact the Career Services Center at 814-393-2323 or ClarionCCN@clarion.edu

1. How to Create or Update Your Online Account at www.collegecentral.com/clarion

- Go to www.collegecentral.com/clarion. Bookmark the Student or Alumni Log-In page for future reference.
- Click on **Students [or Alumni]**; then **Register Now**. Please record your Access ID and Password for future reference.
- Complete the **Registration Information** form. Be sure to click on **Submit Information**.
- You will see a **Registration Complete** page and asked to click on **Go to My Home Page**.
- You will be directed to a **Welcome** page with a list of online services.
- At any time, you can enter your account and access the online services.

2. Search for Jobs Posted to My School

- Log-in to your account at www.collegecentral.com/clarion.

Part-Time Jobs

- Go to the **Job Searching** feature.
- Click on **Search for Jobs Posted to My School**.
- Go to **School Job ID** and type the word that corresponds with the type of part-time job you are seeking:

Part-Time Job	Type this <u>School Job ID</u> Code in the <u>School Job ID</u> box
On-Campus jobs	CUcampus
Off-Campus jobs	CUlocal
Federal Work-Study Program jobs	CUfwsp

- Go to the bottom of the page and select **Begin Search**.

Summer/Seasonal Jobs

- Go to the **Job Searching** feature.
- Click on **Search for Jobs Posted to My School**.
- Go to **Job Type** and check **Seasonal**.
- Select **Begin Search**.

Internships

- Go to the **Job Searching** feature.
 - Click on **Search for Jobs Posted to My School**.
 - Go to **Job Type** and check **Internship** and/or **Co-op**.
- Select **Begin Search**.

Full-Time Jobs

- Go to the **Job Searching** feature.
- Click on **Search for Jobs Posted to My School**.
- Go to **Job Type** and check **Full-Time**.
- Select **Begin Search**.

3. Upload a Resumé

- **PRIOR TO POSTING YOUR RESUME**, send it to resumes@clarion.edu for a review by our resume review team or schedule an appointment with a member of the team by calling 814-393-2323
- For online resume development assistance, view our narrated PowerPoint presentation, read our handout with tips for writing a top-notch resumé and review sample resúmes created in employer-recommended formats on the Career Services Center's website at: www.clarion.edu/12717
- **IMPORTANT!** If you have not submitted your resume to resumes@clarion.edu for a review, please allow 2 – 5 business days for an uploaded resumé to be approved by the Career Services Center. If your resumé requires many changes, it will delay approval.
- Remember to upload a new resumé if you update information on it.

4. View My Job Search History

- **Resume Submissions:** You can review a list of organizations and jobs to which you have submitted your resume.
- **Resume Referrals:** You can review a list of organizations and jobs to which your resume was referred.
- **Resume Reviews:** You can review a list of employers that have viewed your resume.

5. Report Offers/Hires

- If you were offered a position or hired by an employer, you can report the information.

6. Change My Status from Student to Alumnus/a

- After you have graduated, you can change your status from student to alumnus/a.

More Tips for Finding Campus, Part-time or Seasonal Jobs

The Career Services Center is only aware of departmental positions that are posted on the College Central Network online job postings service. Not all offices/departments use the College Central Network to announce their part-time positions so you need to take initiative.

- Begin your job search early, even a semester before you would like to begin employment.
- Check www.collegecentral.com/clarion often because information changes weekly.
- Visit academic departments, administrative and student affairs offices or other on-campus services to inquire about available positions. A list is found in the Campus Directory and online at <http://www.clarion.edu/257/>
- Check with businesses in the downtown and Clarion Mall areas, Cook Forest and nearby communities within driving distance of campus.
- Search the online Classified Ads in local newspapers:
 - The Derrick and The Clarion News – <http://www.thederrick.com/>
 - The Courier Express and the Jeffersonian Democrat – www.thecourierexpress.com
- Visit the Clarion County Career Link at 22 S 2nd Avenue or online at <https://www.cwds.state.pa.us/cwdsonline/>
- Review opportunities to work in the community through the PHEAA State Work Study Program at <http://www.pheaa.org/funding-opportunities/work-study-employment>.
- Attend the [Experience Expo](http://www.clarion.edu/37059/) (<http://www.clarion.edu/37059/>) - our summer job, volunteerism, and internship fair.