

## How to Post an On-Campus Internship Opportunity in College Central Network (CCN)

### Step 1: Create an Employer Account in CCN

1. Log onto accessBCC account
2. From the left menu, **select College Central Network**
3. From the homepage below the log-in area, select "Sign Up"
4. In the user type field, select I am Employer, enter your email address, then click Sign Up
5. Complete the employer registration form, **when filling out the company name field please add the College name before your department name** (i.e., Bristol Community College-Enrollment Center)



Once your registration form is received, it will be reviewed and, if approved, you will be notified by email. If you do not hear from us within 2 business days, please contact our office.

### Step 2: Post an Internship Opportunity in CCN

1. Upon receipt of your Employer Account approval, log back into your College Central Network account
2. Click on **Post a New Job**
3. Complete the form while keeping the following tips for posting in mind:
  - Provide as much information as possible to receive the best response from students.
  - Include details such as job title, job description, and job location (on-site or virtual).
  - Indicate how you would like students to go about applying for the internship opportunity (e.g. Submit a resume and cover letter to your organization email).
  - Specify an application deadline that will be visible to students.

### Questions?

If you have any questions, please contact the EEC at contact info below: