

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



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 Experiential Education Center at EEC@BristolCC.edu or 774-357-2407.