

EMPLOYER JOB POSTING GUIDE

Northwest-Shoals Community College

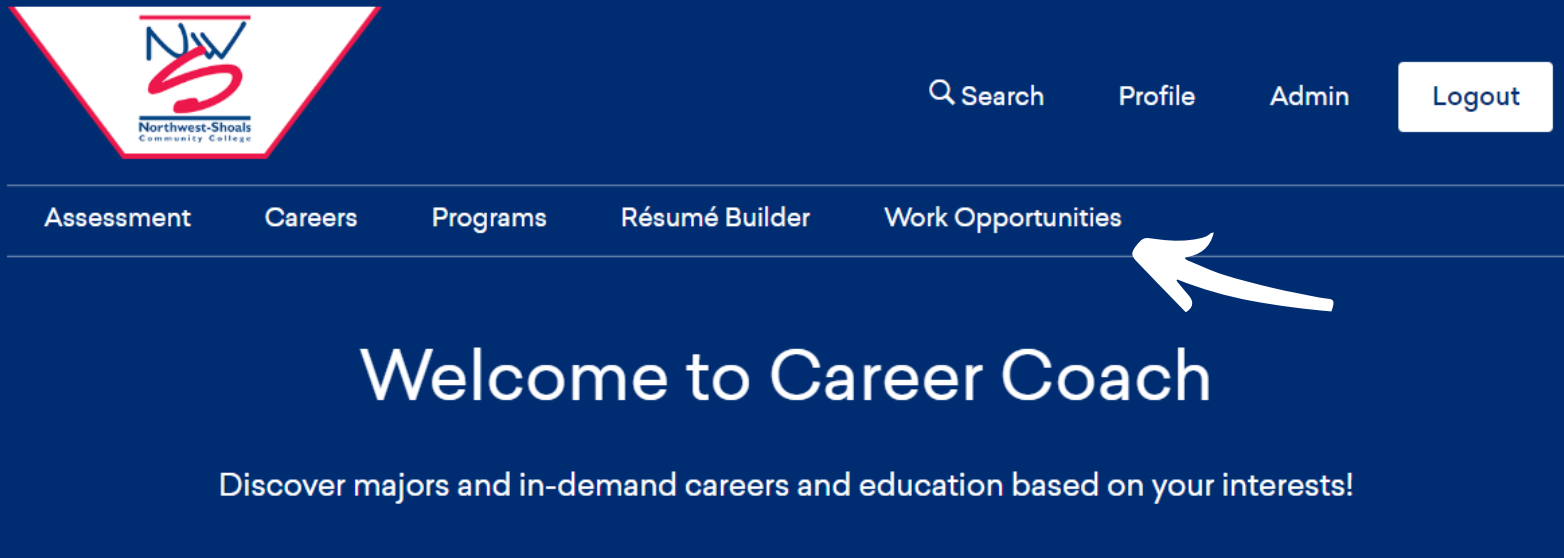
By posting jobs directly to Career Coach, you reach motivated learners who are actively looking for work opportunities in your area.

CREATING AN EMPLOYER PROFILE

Step 1:

- Visit nwsccemsicc.com.
- Click on the "Work Opportunities" Tab.

**Note: This program is not compatible with Internet Explorer.*

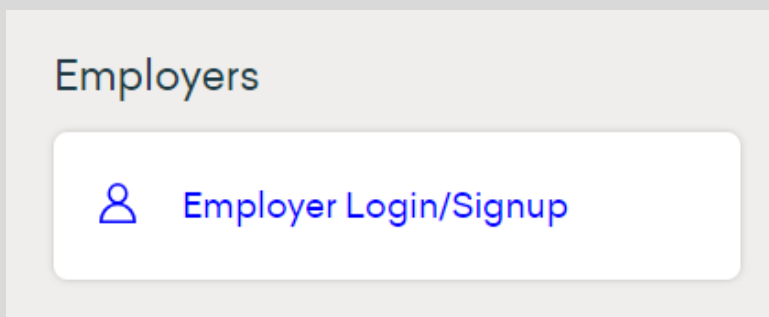


Assessment Careers Programs Résumé Builder Work Opportunities


Welcome to Career Coach

Discover majors and in-demand careers and education based on your interests!

Step 2: Click Employer Login/Sign Up.



Employers

 [Employer Login/Signup](#)



Step 3:

Add the following items to your company profile:

- Company Description
- Website, if applicable
- City/State of Employment
- Work Phone Number

POSTING A JOB

- You will receive an email once your profile has been approved.
- Return to the "Work Opportunities" section of nwscce.msicc.com.
- Log into your employer account and click **Add New Posting**.
- For Federal Work-Study postings, please indicate the campus in the job title. (i.e. NW-SCC Shoals Financial Aid Office; NW-SCC PC Math Department).

New Posting

Job Title

Description

Full-Time Part-Time Internship Apprenticeship Work-Study

This posting will expire after

August 1 2019

This posting will appear on these Career Coach pages

Q e.g. Accountants, Registered Nurses

Cancel Send for Approval

Step 4:

After you complete your profile, click **request approval**.

The Career Center will review your profile and grant approval within the same business day.

Request Approval

You still need approval by the institution's Career Coach administrator. **Please fill out your information on the left first**, and then click Request Approval.

Request Approval

- Here you will be able to add a job title, job description, and specify the career pages to which you would like to link your job posting.

Note About Job Links:

Linking a job creates more exposure.

If you are posting a Work Study job, please link the job to "Administrative Assistant".

For any other posting, please link to the field that is most relevant to the desired line of work.

- Once you click **Send for Approval**, the Career Center will approve your posting within 24 hours, and the job will be live on the Career Coach platform.