

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

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

1. Log into your accessBCC account
2. On the left menu, select **College Central Network**
3. Scroll down and select **Employers**
4. Click on **Create Account**
5. Complete the **Employer Registration Form**



**IMPORTANT NOTE:** Employer accounts are separate from pre-registered faculty accounts in College Central Network. In order for us to best track available on-campus opportunities in the system, please use this format when completing the “Company Name” field:  
Bristol Community College-Your Department Name (e.g. **Bristol Community College-Experiential Education 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 email, log into your College Central Network account, via accessBCC or by visiting [www.collegecentral.com/bristolcc/](http://www.collegecentral.com/bristolcc/)
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-campus 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 [yourdepartmentname@bristolcc.edu](mailto:yourdepartmentname@bristolcc.edu)).
  - 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](mailto:EEC@BristolCC.edu) or 508-974-3418.