



## FAQs for College Career Network (CCN)-Morrisville

**CCN-Morrisville** is MSC's on-line platform of jobs and internships with local, regional, national, and on-campus employers. Depending on your career ambitions, it can be one of the most valuable tools in your internship or job search.

Following are answers the most frequently asked questions for making the most of CCN-Morrisville. Please contact Career Services at 315.684.6615 or [CareerServices@morrisville.edu](mailto:CareerServices@morrisville.edu) for clarification on these answers or other questions you may have, and for assistance on developing your application materials for positions of interest.

### What types of jobs and internships are posted in CCN-Morrisville?

There are three distinct databases found through the platform:

- **"Search for Postings to My School"**: Full-time, part-time, temporary, and seasonal jobs, as well as internships (for-credit/no-credit-required, paid/unpaid, part-time/full-time, summer/spring/fall) from employers specifically seeking Morrisville applicants. On-campus positions through our Federal Work-Study and Student Temp Services programs are also will be included here.
- **"Search over 500,000 Jobs"**: Part-time, full-time, temporary, and seasonal jobs from job boards and employers from across the country.
- **Search over 25,000 Internships"**: Broad range of internships (for-credit/no-credit-required, paid/unpaid, part-time/full-time, summer/spring/fall) from job boards and employers from across the country.

### How do I create an account in CCN-Morrisville?

Log on to <http://www.collegecentral.com/morrisville/>

Click on the **"Students"** icon

Click on the **"Create Account"** icon

**Create an account** using your self-selected Access ID and Password

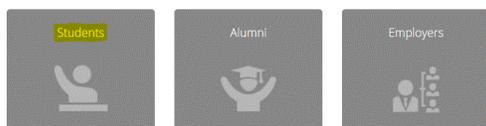
**Complete** the Registration Information page with your current information and your e-address. Make sure to update your registration section if you change your major, graduation date, e-address, etc. Employers do not have access to this information, but it is used by Career Services for targeted marketing of opportunities and programs.

Welcome to CCN-Morrisville!



Our easy-to-use, no-cost, on-line platform connects students and alumni with employers specifically seeking Mustang talent for jobs and internships. With 2,600 opportunities posted in the 2014/15 academic year, CCN-Morrisville is a robust resource for all.

Information for both job seekers and employers can be accessed through the icons below. Please contact us at any time with questions on using and making the most of this resource for your specific needs.



### How do I search for job and internships in CCN-Morrisville?

Information for applying to a position depends on which of the three databases you're working in. Instructions for "Search for Postings to My School" with graphics follow; info for the other two databases are found later in this handout.

**Sign in** to <http://www.collegecentral.com/morrisville/> using the Access ID and Password you selected  
**Click on** the “Search for Postings to My School” link (graphic below)



**Check** the box(es) under the “Job Types” section for the type of positions you’re seeking. The Job Types section is near the bottom of the page. For on-campus jobs, check the Work Study box for Federal Work-Study (FWS) jobs, and Temporary and Part-Time for Student Temp Services jobs.  
**Click on** the “Begin Search” icon

**Job Types**

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Apprenticeship    | <input type="checkbox"/> Internship | <input type="checkbox"/> Temporary  |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Part Time  | <input type="checkbox"/> Work Study |
| <input type="checkbox"/> Full Time         | <input type="checkbox"/> Seasonal   |                                     |

Special Skills & Certifications

Listing of job postings on this site should not be deemed as a representation by Morrisville State College of an employer's fitness or credentials. Morrisville State College expressly disclaims any liability which results from the use of the online job board at its sole discretion. All concerns and issues should be brought to our attention via an email to the Career Services Office. For your privacy and protection when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

**Begin Search**   Reset

**Note:** you can search by other criteria - job title, employer, majors sought, location, etc. – from the same page.

A list of open positions will come up. Click on the job title for details for the position.

### How do I apply for a position?

Application processes, and materials required in your application, vary widely, so be sure to read the application instructions carefully. They're found in the Contact Information section.

<b>Contact Information</b>	
<b>Contact</b>	Name: Barbara Roback Address: 80 Eaton Street 318 Crawford Hall Morrisville, NY 13346 Phone: 315.684.6615
<b>Application Instructions</b>	To apply for a position, you'll be directed to call, e-mail, stop by the employer's office, or complete an application, so make sure to follow instructions carefully. You need to apply separately to each job of interest.

## Where do I find applications for on-campus job postings?

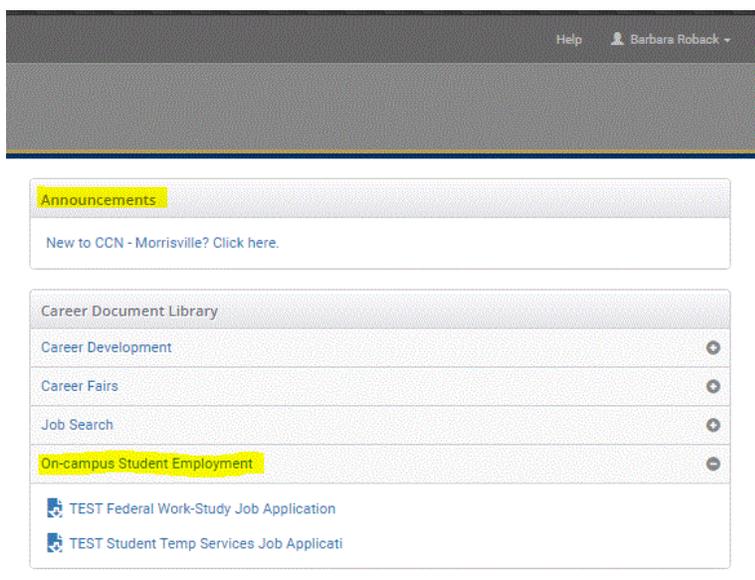
Some instructions for on-campus jobs may require that you submit a Federal Work-Study (FWS) Job Application, Student Temp Services Job Application, or specific application for jobs such as Admissions Ambassador or Resident Assistant. If so, you'll find the form in the Career Document Library on your CCN-Morrisville dashboard, which is the page you landed on after signing in.

**Click on** "On-campus Student Employment" to see all applications

**Click on** the appropriate application

**Download** the application and save it

**Please note that the applications found in this section are for specific opportunities only, and should only be submitted if shown in the application instructions section of a job posting.**



## What do I need to know about opportunities in the "Search over 500,000 Jobs" and "Search over 25,000 Internships" databases?

- **Deadlines** are usually not provided for postings in either of these databases and because of how the databases are populated, it's possible that an opportunity listed is in fact no longer available. To save yourself from responding to outdated postings, **go directly to the employer's website each time** to determine if an opportunity is still open. If it is, apply as soon as you can compile a solid application. If it's not, but you are very interested in the job or internship, contact the employer by telephone to determine if they are accepting applications.
- **Avoid creating accounts** with a third party such as JobsRadar.com, GetOfficeJobs.com, Beyond.com, etc. to apply to a position whenever possible. Again, just go directly to the employer website. If you don't see the position there, contact the employer to see if they are still accepting applications.
- **Never pay to see a job/internship posting or submit your application.** It is highly likely the position can be found in the public domain through a Google search, meaning you won't have to pay. Connect with Career Services if you can't find it.

## What other information is found through CCN-Morrisville?

Important Career Services in found on the dashboard, including:

- On- and off-campus career programs such as our annual Job & Internship Expo, Networking & Recruitment Series guest speakers, STEM Job Fair through CNYRC, SU Law Fair Day, etc. are publicized

through the ***Upcoming Events and Programs*** and ***Announcements*** sections

- **Reservations** for on-campus events and tickets or transportation to off-site events are made through ***Upcoming Events and Programs***
- Civil Service positions exam and application deadlines for with New York State are found under the ***Announcements*** section.
- Career Services handouts can be found in the ***Career Document Library***

#### **How else can I use CCN-Morrisville for my career planning and job and internship searches?**

- ***Set up a Job Agent*** to alert you to newly-posted jobs and internships matching your preferences through the “Manage My Account” function on your CCN-Morrisville dashboard (the page you landed on after logging in).
- ***Save your résumé virtually*** so you won’t lose your work even if your computer crashes through the “Manage My Résumé” function on your dashboard. Please note that the resume approval process only assigns an approved/not approved status; it does not provide detailed feedback on your resume. For a detailed review, call 315.684.6615 to schedule an appointment.
- **Read the postings** in all three databases to learn more about the skills, experiences, and terminology that employers look for when they hire. Your faculty and Career Services can assist you in determining how you can acquire those requirements, and how to market them in your resumes, cover letters, and interviews.

**Morrisville State College Career Services**

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315.684.6615

CareerServices@morrisville.edu

[www.morrisville.edu/careerservices](http://www.morrisville.edu/careerservices)