FAQs for College Career Network (CCN)-Morrisville

CCN-Morrisville is MSCS’s on-line platform for jobs and internships with local, regional, and national employers. It should be an integral part of your internship or job search for both on- and off-campus positions.

Following are answers to some of the most frequently asked questions for making the most of CCN-Morrisville. Please contact Career Services at 315.684.6615 for clarification on these answers or questions not addressed here.

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

There are three distinct databases found through the platform:

- **“Search for Opportunities Posted 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. Starting academic year 2014/15 all MSC work-study and student temp services positions 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/](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 (your Morrisville e-address is preferred). 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.

*Call* 315.684.6615, swing by Whipple 308, or e-mail CareerServices@morrrisville.edu with any questions.

How do I apply for jobs or internships I find in CCN-Morrisville?

Information for applying to a position depends on which of the three databases you’re working in.

- **“Search for Opportunities Posted to My School”:** There’s an “Application Instructions” section at the very bottom of the job or internship announcement with the required or preferred ways of applying and the necessary documents (resumes, cover letter, references, etc.). If no instructions are provided, but a website is, submit through the indicated website. If no website is provided, but an e-address is, send your materials to the e-address or contact the employer at the phone number provided.

  - In all cases, apply as soon as you can compile a complete, accurate application. The deadline indicated is the latest date that you can apply, but employers prefer to see applications sooner rather than later (to them, it’s a sign of your interest and preparedness).

  - Follow up with the contact within a few days of applying to make sure your application materials were received, and to see if you can answer any questions at this time. Connect with Career Services if you’d like assistance before or after following up.
“Search over 500,000 Jobs” and “Search over 25,000 Internships”: Deadlines are usually not provided for positions in either of these databases and it is possible that an opportunity listed here is in fact no longer available. To save you from preparing an application that will not be considered, go directly to the employer’s website each time to make sure that 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.

ADVISORY: Many positions listed require you to create an account with a third party such as JobsRadar.com, GetOfficeJobs.com, Beyond.com, etc. Avoid doing this whenever possible since there may be a delay in when filled positions get removed from these sites and you could end up with an unmanageable number of user names and passwords. Instead, go directly to the employer website, doing a Google search using the employer name and job title, if needed. If a position isn’t listed on the employer website, there’s a good chance the employer is no longer accepting applicants.

Some websites I found good jobs listed on require that I pay a fee to see the full job posting or submit my application? Should I pay it?

Absolutely not! Never pay for anything through this site. If the job is a genuine opportunity, chances are the position you’re interested can be found somewhere in the public domain. Connect with Career Services if you can’t find it.

What other information is found through CCN - Morrisville?

Career Services uses the homepage of the site to distribute important information to students and alumni, including:

- Internal and external career-related 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.

- Exam and application deadlines for Civil Service positions with New York State are found under the Announcements section.

- Federal government entry-level jobs or internship programs are sometimes found under Announcements.

- The most recent versions of our on-line workshops are found on the homepage.

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 under Search for Opportunities Posted to My School.”

- Save your résumé virtually so you won’t lose your work even if your computer crashes through the “Manage My Résumé” function in Search for Opportunities Posted to My School.” For quality control, your resume will be reviewed for Career Services after uploading and only those meeting the standards of our rubric will be approved for uploading.

- Read the postings in all three databases to learn more about the skills, experiences, and terminology 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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