CCN - Morrisville, our on-line jobs and internships portal, should be an integral part of your internship or job search. It consists of three databases, one of which is entirely of openings from employers specifically seeking Morrisville students and graduates. All three include full-time permanent, part- and full-time time during the semester (both on-campus and off), summer, and seasonal, so be flexible in your searches. The databases are:

“Search for Opportunities Posted to My School” - Jobs and internships posted here are from employers who have contacted Career Services looking for Morrisville applicants. Leverage the competitive advantage this offers you!

“Search over 500,000 Jobs” and “Search over 25,000 Internships” - Opportunities found here come from numerous job boards across the country and are for a broad range of functions, industries, and geographies. Because summer and part-time jobs are listed in both databases, you’ll want to use both for your searches.

To 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 Morrisville e-address. (Make sure to change this information as necessary.)

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

Tips for working in CCN - Morrisville:

- Read entries under the Upcoming Events and Programs and Announcements section on the CCN -Morrisville homepage for details about on- and off-campus events.
  - Reservations for tickets or transportation to events are made through Upcoming Events and Programs.

Under “Search for Opportunities Posted to My School”:

- Use the resources on the “Career Guides & Handouts” page on our website in creating your résumé, cover letters, reference list, and portfolio, then meet with Career Services in advance of applying to review your materials (you’ll also want to meet with us to prepare for your interviews and negotiate your offers).

- Apply by the deadline indicated.

- Set up a Job Agent to alert you to newly-posted jobs and internships matching your preferences through the “Manage My Account” function.

- Save your résumé virtually so you won’t lose your work even if your computer crashes through the “Manage My Résumé” function. For quality control, It will be reviewed for Career Services after uploading.

- Read your Career Services e-mails about new and expiring opportunities.

Under “Search over 500,000 Jobs” and “Search over 25,000 Internships”:

- Always check directly on the employer’s website to make sure that an opportunity is still open before you invest the time in preparing your application.

- Apply as quickly as you can compile a solid application. No deadlines are indicated, even on the employer’s website, and a position will close without notice. This is true even for federal government jobs.

- Never pay a fee for anything through this site. Ever.