

Kingsborough Community College Career Development Center

Dear Employer:

Kingsborough Community College is pleased to have you as a partner in our efforts to guide our students toward rewarding careers!

The mission of the Kingsborough Community College Career Development Center is to provide quality programs and services for the professional development and career advancement of all students. Our goal is to prepare students with specific skills to locate, organize, and utilize career information and resources as they progress through the various stages of career development. The Center is dedicated to guiding students through the career decision-making process: planning and attaining career goals while providing a smooth transition to the workplace or further education.

Thank you for your expressed interest in employing Kingsborough Community College students and alumni. We are very proud of our students, and we welcome your involvement in any way. Our students represent a variety of career majors including: *Accounting, Media Studies, Business Administration, Computer Information Systems, Early Childhood Education, Education Associates, Exercise Science/Personal Training, Graphic Design and Illustration, Nursing, Physical Therapist Assistant, Retail Merchandising, and Tourism and Hospitality.*

Kingsborough Community College welcomes the opportunity to work with all businesses and organizations. For over 25 years, we have held career based events that bring together students and recruiters. The response from each event has always been overwhelmingly positive. Listed below are a number of services that allow employers to recruit students for rewarding career opportunities:

Symlicity On-Line Jobs Board permits students to apply directly for career opportunities, posted by various employers.

On-Campus Recruitment allows employers to disseminate information, review resumes, and interview students on campus any day of the week according to employers' preferences.

Targeted Resume Referral enables The Career Development Center to directly submit students' applications and resumes to companies and organizations that match their interests.

Internship Program offers students hands-on experience and a chance to explore potential careers.

Job & Internship Fairs - assists New York Area businesses fill their recruitment needs as well as providing students with needed employment and experience. In the past, these have attracted a turnout of over 300 students.

We are looking forward to nurturing a mutually beneficial partnership with your organization. If you have any questions, please contact us at (718) 368-5115.

Sincerely,

Marisa Joseph, Director
Office of Career Development

Employer Information Form

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

1. Please indicate if you would like to participate in the following:

ON-LINE JOBS BOARD (ongoing) _____

ON-CAMPUS RECRUITMENT (ongoing) _____

TARGETED RESUME REFERRAL (ongoing) _____

INTERNSHIP PROGRAM (ongoing) _____

PANEL DISCUSSIONS _____

INFORMATION SESSIONS _____

JOB FAIRS _____

REAL WORLD VISITS _____

2. Would you be willing to participate in recruitment events in the evening?

_____ YES _____ NO

Please return the completed form via email to marisa.joseph@kbcc.cuny.edu or fax to (718) 368-5366. If you have any questions, please feel free to contact us at (718) 368-5115.

NACELink CAREER SERVICES MANAGER (SYMPPLICITY)

The NACELink Network is an extensive network of over 6,000,000 students and alumnae from over 900 schools and half a million employers. Employers can register and post jobs online for free by following the instructions below. In addition, you can fax the job posting to (718)368-5366.

INSTRUCTIONS:

First, log onto the following website: <https://kbcc-csm.symplicity.com/>

- Click on the **Employer Link** and then click **register**
- Once the registration process is **complete**, you will receive your **username** and **password within one business day**.

HOW TO USE OUR JOB POSTING SERVICE:

How do I post a job after I have registered?

Follow these steps if you are posting a job:

1. Click on **Create Job Posting shortcut** on our **Employer** page
2. Complete the Job Posting Form (be sure to complete all required fields including, position type and complete job description).
3. Click on **Submit box** at the bottom of the page.

(**Note:** If you do not wish to continue to post the job, press **Cancel** at the bottom of the page.)

How do I add another job?

Follow these additional steps if you have **previously posted a job**:

1. Click on the **Jobs** box on the top of the page after you have logged in using your ID and Password.
2. Click on the **Add New** link at the bottom of the page and complete all required fields.
3. Click on **Submit box**. (**Note:** If you do not wish to continue to post the job, press **Cancel** at the bottom of the page.)

Job descriptions may also be emailed to marisa.joseph@kbcc.cuny.edu or faxed to (718) 368-5366. If you have any questions, please feel free to contact us at (718) 368-5115.