

# Welcome Employer Partners

## Post your open positions on Career Network – City Colleges’ job board

Career Network enables you to directly post and edit job and internship opportunities for all City Colleges’ students and alumni. Create an account and post your available positions on Career Network so students at all seven of our colleges can learn about your organization and its’ employment opportunities. Registering with Career Network and posting your positions is simple and free.

### Follow these steps to register:

**1. Visit <https://ccc-csm.symplicity.com/>**

- Advance to the employer page.
- Sign in or sign up.

**2. Register**

- Select “Register” to set up your organization’s account.
- Do not click “Register and Post A Multi-School Job.” If you do, you will be charged by NACElink.

**3. Complete the Registration Form**

- Keep these requirements in mind:
  - Company logo
  - Company website
  - Company address that is verifiable
  - Company description
- Key points to include in your job posting:
  - Basic job description
  - Industry sector
  - Qualifications (required and desired)
  - Hours/wages
  - Application process
  - Closing date

**4. Submit**

- Click “Submit” to complete your request.
- Once you are approved, your username and password will be emailed directly to you.

The City Colleges of Chicago Career Services Department provides critical services and fosters lasting connections with students and employers. Contact us at [career-services@ccc.edu](mailto:career-services@ccc.edu) with any questions.