

## **Text version: Instructions for Listing a Job**

Welcome to Student Employment Services at Midlands Technical College.

Scroll down to “Employer” and select “Full-Time Job Listing.”

Select a new company profile or if you have listed before, select from the drop down menu. Not sure? Check the drop down menu to select a company.

Fill out the entire form making sure to select category for job and read the guidelines and policies.

Submit the job. Once posted the job automatically drops off after 30 days. Should you hire someone before that time, give us a call at 822-3538 and we will de-activate it.

We are going back to the umbrella page. That is the page we started on.

Should you have a part-time job listing we have a link for your convenience.

Other valuable links are “Employment Services” and “Career Resources.” There you will find wage and salary information, disability issues and our *Job Search Handbook*.

Thank you for listing with us. We appreciate your support.