



THE CAREER CENTER AT UCONN-STAMFORD
Halina Hollyway, Director, Career Center and Interdisciplinary Internship Program

JOB AND NON-CREDIT INTERNSHIP POSTING GUIDELINES

The Career Center at UConn-Stamford lists jobs and internships from approximately 2,000 area employers. We do not list any positions located in private residences, including in-home offices, or positions that require students to go to private residences.

The Career Center at UConn-Stamford posts positions free of charge. Most of our postings are received via e-mail. We are flexible as to format. All we need is: a paragraph about the organization; the duties of the position; the skill set you are seeking; the preferred method of contact, i.e. if you would like students and alumni to e-mail, fax, or call; and, the salary range. Most employers attach their posting as an MSWord document. Postings should be one page in length.

We publish to a series of job books in the Career Center at UConn-Stamford by category. The postings are also listed on our bulletin boards, which are in a public location. Job listings are kept in our books for a period of two months at which time they expire. Internship postings stay in our books for the semester.

UConn students and alumni have access to our job postings. They respond to employers directly. The Director conducts about 90 career counseling sessions with our students on a monthly basis. During these sessions, she often shares postings, which meet the needs of both student and employer. This personal contact is one of the strengths of our Career Center.

The Career Center at UConn-Stamford is online at: careercenter.stamford.uconn.edu
We also have comprehensive online resources for employers. UConn's global posting system, HuskyCareerLink, publishes positions to all campuses of UCONN at once, i.e. Stamford, Storrs, Avery Point, Hartford, Waterbury, and Torrington. To utilize this system, employers must contact the Storrs campus directly at career.uconn.edu/huskycareerlink or call 860-486-3013. The Center for Career Development at Storrs will assist employers with posting and removing their positions from the HuskyCareerLink system. HuskyCareerLink allows employers to review online resumes and schedule on-campus recruiting, if they choose to participate in the program at Storrs. Posting a position on the global HuskyCareerLink system will not get the description into the hardcopy resources at the Career Center in Stamford. To do this, employers must e-mail a posting directly to: CareerCenterStamford@UConn.edu If employers wish to focus recruiting on the Fairfield County population, they usually list with the Stamford Campus in hard copy as a first step.

If you have any additional questions, please let us know.

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