

Job & Internship Posting Guidelines

The San Juan College Center for Student Careers & Employment welcomes local and national companies and organizations to post their available opportunities on our career service manager, SJC Get Hired. San Juan College students and alumni have access to this job board and employer directory.

The Center for Student Careers and Employment is dedicated to assisting San Juan College students and alumni in finding quality jobs and careers that align with their degree or certificate programs and experience.

Job & Internship Postings Must Include:

- **Job/Internship Title**
- **Job/Internship Description.** Including work duties, responsibilities and any other requirements.
- **Pay Rate.** Job must pay at least minimum wage based on hours worked or be a salaried position. We do not post strictly commissioned based positions.
- **Job Type.** Specify if the job is full time, part time, an internship or temporary or seasonal.
- **Job Location**
- **Method that Candidates Can Apply.** Specify if they are to apply within SJC Get Hired, e-mail their resume, apply in person or through a website link.
- **San Juan College Degree Program of Certificate** that is related to the job, if applicable.
- **Contact Information** for the hiring manager including name, phone number and e-mail address.

Jobs and internships that do not meet this criteria, will not be approved for posting on SJC Get Hired.

If you have any questions regarding our job and internship posting policy, please contact the **Center for Student Careers and Employment** at 505-566-3423 or e-mail us at careercenter@sanjuancollege.edu.