St. Cloud

TECHNICAL & COMMUNITY
COLLEGE

Career Services

Employer Guide to Recruiting at SCTCC

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RECRUITING GUIDE FOR EMPLOYERS

Career Services offers several options for you to connect with students and alumni. Please consider one or more of the following options to help build your brand with our students and graduates. These options are explained throughout this guide.

- Spring Annual Job Fair
- Posting Positions in SCTCC's JobNet, Powered by College Central Network
- On Campus Information Tables
- Bulletin Board and Flyers

SCTCC EMPLOYER RECRUITMENT POLICY

The St. Cloud Technical & Community College (SCTCC) JobNet is an online platform managed by the Career Center to provide a one stop shop for employers to share employment, internship and volunteer opportunities with SCTCC students, recent graduates and alumni. JobNet is powered by College Central Network. The SCTCC Career Center does not currently use Handshake. Access to JobNet can be obtained by sending an email to careerservices@sctcc.edu. The SCTCC JobNet website acts as a referral service by permitting employers to post information about current job listings to SCTCC students, recent
graduates, and alumni. Employers post online through collegecentral.com/sctcc using a professional email address, phone number and business website that would be typically associated with a legal entity. More details about posting positions can be found in the **Posting Positions in JobNet (College Central Network)** handout. Please review these guidelines prior to
posting in JobNet: SCTCCEmployerRecruitmentPolicy

SPRING ANNUAL JOB FAIR

This signature event has been held for over 30 years, typically offered the last Wednesday in March at River's Edge Convention Center. This event space allows for up to 200 employers in anticipation of an average 600 students/graduates in attendance. Our faculty provides release time from class to attend the event with shuttle bus transportation to and from the college to the convention center. The main purpose of this event is to partner with Central Minnesota Regional Employers to connect with our students and graduates from over 90 academic programs at the college. We encourage employers to promote internships and job opportunities for students upon or after graduation. Plan early to participate in this event as it regularly fills up. Registration opens in January and closes prior to March 1st annually. Registration takes place in JobNet, powered by College Central Network. Please visit collegecentral.com/sctcc to access your JobNet account.

ON-CAMPUS INFORMATION TABLES

Employer tabling is held in two locations: Health Sciences Building main entrance and Northway Building next to the cafeteria. Contact Career Services if you are not sure which location is right for you. Consider tabling as an option to promote jobs for students while going to college. In addition, we have health care academic programs that don't attend Job Fair and we encourage tabling in the Health Sciences Building as an alternate option. Employers must be approved in JobNet to table on campus. We reserve the right to limit the number of times employers table per semester.

Health Sciences Building

To request: Send email to *HSB_Rep_EmployerVisit@sctcc.edu*

Location: 1245 15th Street North, St. Cloud, MN 56303

Employer tabling is at the main entrance. Timing is dependent upon academic program of interest. Contact Career Services to determine best day/time for tabling.

Northway Building

To request: Send email to *Rep_EmployerVisit@sctcc.edu*

Location: 1540 Northway Drive, St. Cloud, MN 56303

Employer tabling is in the hallway next to the cafeteria. It's held Monday through Thursday from 11 AM to 1 PM.

ACADEMIC PROGRAMS AT SCTCC

Visit sctcc.edu/degrees-programs for more information on the 90 academic programs in various fields including; Business, Construction, Education, Healthcare, IT, Manufacturing, Transportation and more.

For any questions about your positions as they match our academic programs, please talk with the Career Services Coordinator.

ADDITIONAL RESOURCES

SCTCC Foundations for Scholarships

The mission of the SCTCC Foundation is to support all strategic priorities of the college by securing resources. Since 1994 the Foundation has awarded more than $1.6 million in scholarships. In 2021 the Foundation awarded over $214,000 in scholarships to more than 330 SCTCC students. Organizations like Coborn's, Inc, Xcel Energy, Bernick's Family Foundation, CentraCare, Park Industries, Freightliner of St. Cloud and many more support SCTCC through scholarships, financial assistance, and in-kind donations. The Foundation Board represents a broad spectrum of area business and industry leaders who promote and support the mission of the college to enhance educational opportunities. Contact the Foundation at 320-308-5980 or via email at foundation@sctcc.edu.

SCTCC Customized Training

The Customized Training division of SCTCC provides on demand, on-location, customized training, tailored specifically to the needs of business and employees. Our mission is to strengthen the region by helping develop a skilled workforce. We partner with all industries, including manufacturing, construction, healthcare, government, nonprofits and business services. Contact the Director of Customized Training for more information at 320-308-0015 or via email at training@sctcc.edu.

Career Services Office Hours:

Monday-Friday, 7:30 am - 4:00 pm
Northway Building Room 1-406

- **Phone:** 320-308-5926
- **Email:** careerservices@sctcc.edu
- **Web Page:** sctcc.edu/career-services

Employer Tabling Requests:

- **Northway Building:**
  Rep_EmployerVisit@sctcc.edu
- **Health Sciences Building:**
  HSB Rep_EmployerVisit@sctcc.edu

Job Fair Registration:

- Registration opens annually in mid-January, event details and registration are provided in JobNet, powered by College Central Network.

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