

## Career Services For Employers

Champlain College boasts one of the most comprehensive Career Services departments you will find on any college campus. Career Services staff members serve as one of three primary advisors assigned to each student. Our services are designed to support the success of students and graduates and to respond to the ever-changing needs of a dynamic workplace.

We invite you to contact our office for assistance filling openings within your organization (full-time, part-time, seasonal and temporary jobs, work-study positions, internships, and volunteer opportunities). We are happy to receive information about your openings in any of these ways:

**Job Board:** Enter and manage your own postings on *JobSpot*, our electronic job board, at <https://champlain-csm.symlicity.com/employers> (If you are posting for the first time, check with our office to see if your organization has an active account.)

**E-mail:** E-mail information or link to your online posting to [careerservices@champlain.edu](mailto:careerservices@champlain.edu)

**Web:** Post through our web site: [www.champlain.edu/Career-Services/Employers.html](http://www.champlain.edu/Career-Services/Employers.html)

**Mail:** Champlain College Career Services  
P.O. Box 670  
Burlington, VT 05402-0670

**Phone:** Call Career Services Monday through Friday, 8:30 a.m. to 5:00 p.m., (802) 860-2720.

**In Person:** Stop by Career Services, Durick Hall, 174 South Willard Street, Burlington, VT 05401.

### When posting, please provide:

- position title
- position type (part- or full-time, temporary, seasonal, internship, project, volunteer)
- description of duties
- skills/education/experience required
- number of hours per day/week
- projected starting date
- salary, hourly wage, or stipend amount (plus benefits, if applicable)
- preferred application method (mail/fax/e-mail/in person)
- contact person with his/her title
- complete company/organization address

Openings are posted free of charge and remain active in our system for 30 days. During that time, they receive exposure through *JobSpot*, our web-based electronic job board. By advance appointment during the academic year, representatives from your organization may come to campus to recruit at an information table in the IDX Student Life Center or in private interview space at Career Services (Durick Hall, 174 South Willard Street).

