

ST. CLOUD
TECHNICAL & COMMUNITY
COLLEGE



Career Services

**Career Services
for Employers**

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Career Services for Employers

Thank you for your interest in hiring SCTCC students and alumni for your employment opportunities. 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 the guide.

SCTCC Employer Recruitment Policy

The St. Cloud Technical & Community College (SCTCC) JobNet is an on-line platform managed by the Career Center to provide a one-stop shop for employers to share employment, internship, and volunteer opportunities with SCTCC students and alumni.

The SCTCC JobNet website acts as a referral service by permitting employers to post information about current job listings to SCTCC students and alumni. Employers post online through <https://www.collegecentral.com/sctcc/> using a professional email address, phone number and business website that would be typically associated with a legal entity.

Employer Eligibility

All employers must create an account which must be approved by the SCTCC Career Center before jobs will be permitted to be posted. For best results to verify company and position information and for students/alumni to search your company and positions, complete all information fields in addition to required information fields.

Employers understand:

- accounts may be rejected if there is not sufficient evidence provided in the profile to verify that the organization is an established and legitimate company.
- network marketing, pyramid selling, referral marketing, or multi-level marketing employers or positions will not be approved.
- responsibility to maintain the confidentiality of student/alumni information, regardless of the source, including the SCTCC JobNet.
- they are responsible for compliance with EEO and Affirmative Action principles in recruiting activities.



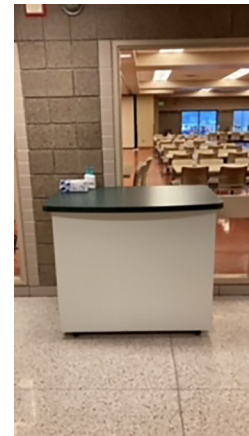
Spring Annual Job Fair

St. Cloud Technical & Community College offers our annual job fair in the spring of each year, held at River's Edge Convention Center. Other job fairs covering more specific student groups and/or academic programs are held on campus. Please visit <https://www.sctcc.edu> or login to your JobNet account for a schedule of upcoming events.



On-Campus Information Tables

Employer Tabling on campus is an opportunity for employers to share information about current job, internship, or volunteer opportunities with students. Employers request a date via email at Rep_EmployerVisit@sctcc.edu. The SCTCC Career Center reserves the right to limit the number of times employers table per semester.



Bulletin Boards

Career Services maintains a bulletin board outside the Career Center in the Northway Building and another one in the Health Sciences Building near classrooms. All flyers must be approved by Career Services. Distribution around campus, including on cars in our parking lot, is prohibited. Please deliver or email your 8.5 x 11 flyer to Career Services.

Posting Positions

Posting will remain active for the stated timeframe employers have set (normally no more than 60 days). Once a posting expires, it is the responsibility of the employer to repost it. We reserve the right to refuse individual postings.

The position will not be posted if:

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The employment opportunity involves high pressure or aggressive sales tactics or practices.
- The student is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies or to pay for training, classes or products such as insurance, as a condition of employment.
- The student is required to obtain a personal or corporate line of credit.
- The employment or internship opportunity is contingent upon the student paying a fee for employment or placement services.
- The posting is for a non-salaried commission-only position. Postings for sales related positions must include wage information so we can verify that they are not commission-only positions.
- There is not enough information provided in the posting to verify that the organization is an established company.
- The employment or internship opportunity does not include paid training.
- The posting is for advertisements for competitions or contests.
- The employment opportunity resides in a private residence or the main contact information in the posting relates to a personal email, phone and/or address. Only exception would include an arrangement through a service provider with approved employer status.
- The internship posting does not follow the U.S. Department of Labor's guidelines as determined by the Fair Labor Standards Act (see Posting Internships below).
- The company resides outside of Minnesota with virtual opportunities for students. These opportunities usually do not follow the U.S. Department of Labor's guidelines.
- The posting is for promotions not related directly to hiring for employment.
- We ask that postings intended for alumni require no more than five (5) years of work experience within the field.



Posting Internships

SCTCC JobNet will post internship opportunities that hold the following:

- Internship consists of structured learning experiences with outlined responsibilities, regular supervision and evaluation process. Outlined responsibilities should relate directly to the students major or career interests.
- Paid internships must adhere to the guidelines for Posting Positions listed above.
- Credit bearing internships are coordinated through the appropriate academic program faculty.
- Unpaid internships with for profit companies must adhere to the U.S. Department of Labor guidelines at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf> and/or National Council of Nonprofits guidance at <https://www.councilofnonprofits.org/tools-resources/interns-employee- or-volunteer>. Please review before posting.

Third Party Recruiters

Third party recruiters are welcomed to post positions for which they are actively recruiting on behalf of their clients.

- Positions may be full-time, part-time, temporary, or temp-to-hire and the status must be stated.
- Submissions in which the third-party recruiter only promotes their services with the intent of creating a pipeline of future candidates will not be approved.
- The agency must state they are recruiting for a third-party agency.
- The third-party agency must state that it will not charge any fees to students or alumni in the job posting
- Not disclose job seeker's information to other employers/organizations without obtaining prior written consent from the job seeker

Undue Pressure by Employer

Undue pressure must not be applied when recruiting students. Employers must refrain from putting undue pressure on students when tabling on campus, during job fairs or general recruitment to attend events or to apply for opportunities with the organization.

SCTCC JobNet will not be responsible to anyone who posts, accesses, or uses the job board <https://www.collegecentral.com/sctcc/> for any direct/indirect harm, damage, or loss incurred in connection with such use. We cannot claim any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using the online system to post, retrieve information, or engage in employment activities, the user agrees to the above terms and disclaimer of the SCTCC JobNet.

Thank you for your cooperation and for seeking SCTCC students and alumni to fill your hiring needs.

Offering Scholarships

Incoming/Current Students

SCTCC partners with individual donors and businesses of all sizes to offer scholarships through the SCTCC Foundation. Scholarships are designed to support recruitment, retention, and completion of students while promoting career pathways to area employers. Scholarships can be designed to:

- Support incoming or returning students in industry-specific programs
- Advance professional development of current employees through scholarships or tuition reimbursement upon completion
- Renew annually or endow for ongoing impact, support and promotion

Scholarships are awarded for both semester and academic year periods.

SCTCC Foundations for Scholarships

The mission of the SCTCC Foundation is to support all people, programs, and infrastructures that are strategic priorities of the College by securing the necessary community and financial resources.

Did You Know?

The Foundation has awarded more than \$1.6 million in scholarships since 1994. In 2021 the Foundation awarded over \$214,000 in scholarships to more than 330 SCTCC students. Each year 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.

At a Glance

Since 2010, the SCTCC Foundation has partnered with the college, alumni, and community members to secure investments for the following:

- Biology Lab remodel and expansion
- Auto Body lab expansion and equipment
- Health Sciences and Human Services building, lab equipment, and program expansion
- HomeFront Resource Center
- Manufacturing scholarships
- Medium/Heavy Truck lab expansion and equipment
- Random Acts of Kindness grants

This represents only a sample of the investments made by individuals like you who believe in the mission of SCTCC, our students, and our faculty.

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, non-profits and business services.

How does it work?

We work closely with you and your team to assess your workforce and professional development, certification, or continuing education needs; then we design and deliver customized training to meet those needs. Our training includes a wide range of approaches, from short-term skills-building courses, to professional certifications, to incremental employee and leadership development.

Investing in your employees can increase your bottom line through more engaged, skilled, and productive employees. Equipped with both academic and real-world experience, our training team has the tools needed to help your employees excel and your business compete.



Everything You Need



TO SUCCEED.

CONNECT WITH US!



Office Hours: Monday-Friday, 8 a.m.- 4:30 p.m.
Northway Building Room 1-448

- Phone: 320-308-5926
- Email: careerservices@sctcc.edu
- Make an appointment by phone or email above.

For Foundations for Scholarships, please start by contacting Daniel Larson:

- Daniel.larson@sctcc.edu
- 320-308-5980

For Customized Training, please start by contacting Jennifer Erickson, Director of Customized Training:

- jennifer.erickson@sctcc.edu
- 320-308-5940