Post on-campus positions in CareerBuzz and view resumes to get the right candidate for your department. Supervisors in each on-campus department will need to create an account in order to post on-campus jobs.

Fig. 1

To create an account to advertise your on-campus positions to all students on CareerBuzz:

- Create an **"On Campus Partner"** account on the **CareerBuzz** page on the C2D2 website (Fig. 1).
- Click the **"On Campus Partner"** tab which will direct you the registration form
- Complete the account registration form:
  - Please indicate in the **"Organization Name"** field the name of the Institute and the Department you are hiring for (***e.g. Georgia Tech – School of Biomedical Engineering"***)
- Once the form has been completed click **"Sign-Up".**
- You will receive an email once your registration has been approved.

All on-campus jobs will be posted under the "On Campus Employment" job type.
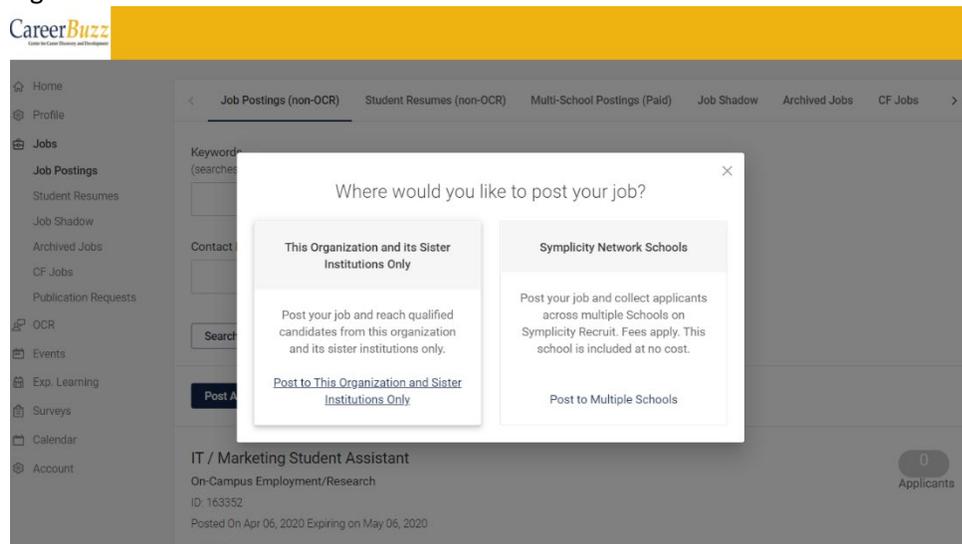
To post an on-campus position on CareerBuzz:

- Log into your CareerBuzz account **HERE**
- Log in with your credentials to access your CareerBuzz homepage
- Click on **"Jobs >> Job Postings"** (Fig. 2)

Fig. 2
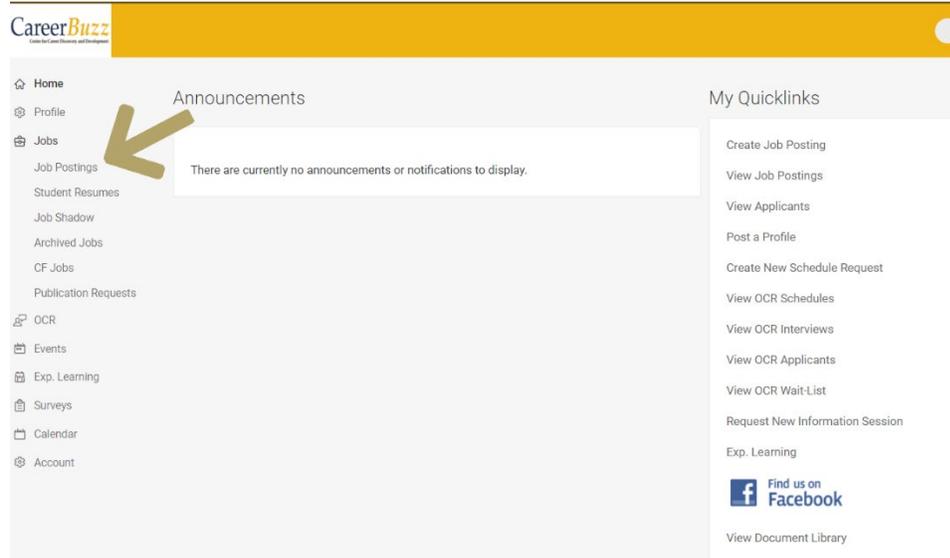
- In the displayed screen, scroll down and click on the **"Post a Job"** tab
- Select the **"Post to This Organizations and Sister Institutions Only"** (Fig. 3)

Fig. 3

- In the displayed form, under the **"Job Type"** select **"On-Campus Employment"** (Fig. 4)

Fig. 4

- Complete the form with the job posting information
- Click "Submit" when done.

Important when filling out the form:

- Under **"Restrict Applications"** choosing **"Yes"** will restrict applications for this position to only those students who meet the screening criteria you set at the end of the form (major and class level). We advise that you select **"Yes"** only if your position requires specialized skills aligned with specific majors and class level.
- Under **"Resume Receipt"** you can opt how to receive the candidates' documents. We advise that you either select **"E-mail"** where the applications are sent directly to a specified email address, or you can choose **"Accumulate Online"** and you will be able to see the applications in CareerBuzz by clicking on **"Jobs"** and then selecting **"Student Resumes".**

C2D2 will review your position posting and upon approval you will receive a confirmation email. **Job expiration date will be automatically adjusted to maximum allowed - 30 days after the posting date.**