



THE CAREER CENTER AT UCONN-STAMFORD
Halina Hollyway, Director, Career Center

JOB AND NON-CREDIT INTERNSHIP POSTING GUIDELINES

The Career Center at UConn-Stamford lists jobs and internships from approximately 2,000 area employers. We do not list any positions located in residences, including in-home offices, or positions that require students to go to private residences.

The Career Center at UConn-Stamford posts positions free of charge. Most of our postings are received via e-mail or fax. We are flexible as to format. All we need is: a paragraph about the organization; the duties of the position; the skill set you are seeking; the preferred method of contact, i.e. if you would like students and alumni to e-mail, fax, or call; and, the salary range. Most employers attach their posting as an MSWord document.

We publish to a series of job books in the Career Center at UConn-Stamford by category. The postings are also listed on our bulletin boards, which are in a public location. Job listings are kept in our books for a period of two months at which time they expire. Internship postings stay in our books for the semester.

UConn students and alumni have access to our job postings. They respond to employers directly. For credit internships, available to juniors and seniors, a mandatory counseling session is required. After the internship counseling session, the student contacts the site directly. The Program Specialist II conducts about 90 career counseling sessions with our students on a monthly basis. During these sessions, she often shares postings, which meet the needs of both student and employer. This personal contact is one of the strengths of our Career Center.

The Career Center at UConn-Stamford is online at www.stamford.uconn.edu. We also have two online resources for employers. The University of Connecticut subscribes to www.monstertrak.com. This paid service is very popular with firms in southwestern Connecticut and New York. In addition, the University of Connecticut also has a global posting system, called HuskyCareerLink, which publishes positions to all campuses of the University of Connecticut at once, i.e. Stamford, Storrs, Avery Point, Hartford, Waterbury, and Torrington. To utilize this system, employers must contact the Storrs campus directly at 860-486-3013. Career Services at Storrs will assist employers with posting and removing their positions from the HuskyCareerLink system. HuskyCareerLink allows employers to review online resumes and schedule on-campus recruiting, if they choose to participate in the program at Storrs. Posting a position on the global HuskyCareerLink system will not get the job into the job books at the Stamford Campus in hard copy. To do this, employers must e-mail or fax over a posting directly to: halina.hollyway@uconn.edu or fax to 251-9596. If employers wish to focus on the Fairfield County population, they usually list with the Stamford Campus in hard copy as a first step.

If you have any additional questions, please let us know.

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