Office of Career Development
cd@sva.edu

S V A School of VISUAL ARTS

Instructions for SVA Online Job Board

Attention Employers:

We invite your company to register online and take advantage of our free job and internship posting service. As a registered employer you are able to post full-time, part-time, freelance and art-related internships for SVA students and alumni. You will also have access to search and view resumes and portfolio images posted by SVA students and alumni.

In order to have an internship position posted online it needs to meet the following criteria:

- Directly apply to a student's field of study
- Provide a designated creative supervisor who gives counsel, advisement and professional career guidance
- Provide in-house creative participation and a hands-on learning environment where students interact with staff and clients on a regular basis.

How to register your company and post internship opportunities:

1. To register click on the following link and enter job postings and resume searches. http://www.collegecentral.com/sva
2. Click *Register Now*.
3. Fill out the registration form and submit. You will receive a password via e-mail within one business day.
4. When you receive your password, log into your account by referring to the aforementioned steps, but instead of Register, you should click *Online Services*. Enter your Access ID and password to access your account.
5. Post one or more internships using the template. Be as descriptive as possible and select the appropriate major(s).
6. After posting your internship, please review your listing to verify all pertinent information is included.

Thanks and welcome aboard! For the latest news about the School of Visual Arts, read the weekly online newsletter Visual Arts Briefs at: http://www.schoolofvisualarts.edu/vabriefs.