

# **Gwynedd-Mercy College—Career Services**

## **College Central Directions—Employers**

[www.collegecentral.com/sepche](http://www.collegecentral.com/sepche)

**Step 1:** Go to [www.collegecentral.com/sepche](http://www.collegecentral.com/sepche)

SEPCHE is the South Eastern Pennsylvania Consortium for Higher Education and includes 6 schools: Gwynedd-Mercy College; Arcadia University; Chestnut Hill College; Holy Family University, Immaculata University and Neumann College.

**Step 2:** At this point it is very important that you know if your organization is already registered on College Central or not. Call 267-448-1420 if you are not sure.

**Step 3:** Click on Register Now if you are a first-time user and your organization is not already registered on College Central. Click on Online Services if your organization is already registered on College Central.

### **First Time Users**

**Step 4:** Complete the registration information and click on Register when finished

**Step 5:** Career Services will e-mail you your password for College Central within a day or so. Please note that at this point you are registered for College Central but have not posted a position. See the remaining steps for instructions on how to post a position.

**Step 6:** Go back to College Central and log in by clicking on Online Services and entering your access ID and password.

**Step 7:** Click on *Job Postings* and then *Post a New Job*

**Step 8:** Complete all of the information for the job posting. Please note that the date in the section entitled Resume Submission Deadline is also the date when your posting will expire. The system automatically sets the date for 1 month unless you enter another date. Please be sure to adapt this section to reflect when you would like your position to expire.

**Step 9:** Decide whether you want to post the position for just Gwynedd-Mercy College students or the entire SEPCHE group (all 6 schools). You can make your selection under the “Posting Information” category.

**Step 10:** Click on *Save Job Posting* and complete any other tasks you would like to complete. Log out of College Central when finished.

### **Return Users**

**Step 4:** Enter your access ID and password. If you forget either of these items, please call 717-815-1452 so that we can resend them to you.

**Step 5:** Post or repost your positions and complete whatever additional tasks you would like to complete. When posting or reposting, please note that the date in the section entitled Resume Submission Deadline is also the date when your posting will expire. The system automatically sets the date for 1 month unless you enter another date. Please be sure to adapt this section to reflect when you would like your position to expire. Log out of College Central when finished.

### **More Information:**

Please go to [www.gmc.edu/students/careerservices/](http://www.gmc.edu/students/careerservices/)  
or contact us at 215-646-7300, ext. 230 or [careerservices@gmc.edu](mailto:careerservices@gmc.edu).