

NEW!



3 SIMPLE STEPS TO CREATE YOUR DEPARTMENT ACCOUNT

The Office of Financial Aid & Student Employment and the Career Success Center have teamed up to offer a streamlined process for posting and searching on-campus jobs.

1 Designate a Department Representative

University departments wishing to post on-campus jobs must create a WESTCONNWorks account using their WCSU email.

2 Create Your Department Account

- Visit wcsu.edu/westconnworks
- Click on **New Employer**
- Select the FREE Account; click **Get Started!**
- Enter department name starting with "WCSU"
Example: WCSU Housing & Residence Life
- Your Department Account will be approved by the CSC

3 Ready to Post Jobs

The designee will have administrative access to create, edit, and remove job postings. They can also manage student applications. The Office of Financial Aid & Student Employment will review and publish your on-campus jobs.

**Student Employee Appointment Forms are still required*

For information and technical assistance, please contact Debra Manente in the Career Success Center at manented@wcsu.edu or 203-837-8264.