

**MONARCH JOBS (COLLEGE CENTRAL NETWORK SERVICES) HELP
King's College's STUDENTS AND ALUMNI FIND JOBS**

Your job search starts online at: www.collegecentral.com/kingscollege

Once you get to our College Central Network Services page, follow these steps:

- If you are working on your own computer, add this page to Favorites on your Internet Explorer browser (Note: Do not use Netscape)
- Click the icon for 'Students' or 'Alumni'
- Take a moment to read about the services available to you
- Click [Register Now](#)

When you register for the first time:

- Enter an ID and password that you will easily remember. You will need to enter the password twice for confirmation.
- After saving your ID and password, complete all required fields (marked with a red *).
- Please make sure that you enter a current and correct e-mail address.
- Please be sure to indicate types of jobs and job targets that are of interest to you. This will make it easier for counselors to find your record and contact you.

After completing your registration, you will be sent to your 'home page' where you may start to upload your resume or search jobs.

- Click [Upload A Resume](#) to post your resume. Word, PDF and Rich Text files are accepted.
- Once you have uploaded a resume, this link will be called: [Upload New Resume](#)
- Click [Search Jobs Posted to My School](#) to see jobs posted to King's College.
- Click [Search CCN's Jobs Central](#) to see jobs posted to all schools that use College Central Network Services.

Visit www.collegecentral.com/kingscollege often to:

- Check General Announcements and notices of Upcoming Programs and Events. After you click 'Students' or 'Alumni' at www.collegecentral.com/kingscollege, you notice that General Announcements and notices of Upcoming Programs and appear on the Student and Alumni pages.
- Upload an updated resume and search new jobs. After you click 'Students' or 'Alumni', then click [Student Central](#) or [Alumni Central](#) to log in and access your 'home page'. Our school name will be "pre-filled" for you. All you need to do is enter your ID and password.

FOR BEST RESULTS

- Add www.collegecentral.com/kingscollege to Favorites on your home computer.
- Keep your ID and password in an accessible, but secure place.
- Ask your counselor to review and critique your resume before you upload it.
- Have draft cover letters available to help you apply online for jobs.
- Do not limit your search only to jobs in your major.
- Check www.collegecentral.com/kingscollege regularly for new jobs and announcements.