Posting Opportunities in SUCCESS

SUCCESS is the Colorado College Career Center’s online database of jobs, internships, fellowships, and other positions. Only Colorado College students and alumni have access to the database. This guide will refresh you on how to post opportunities with your organization, or show you where to begin to register your organization and post opportunities.

Logging In

Visit our website homepage at www.coloradocollege.edu/offices/careercenter or the For Employers page at www.coloradocollege.edu/offices/careercenter/for-employers and look for the SUCCESS login icon, shown below.

Here is the login page.

If your organization already has an account, log in.

If your organization has not worked with SUCCESS before, you must create an employer account. The system will ask you for more information about your organization, including
primary industry (select more than one by holding Ctrl), city, state, description, and contact information. The Career Center will then have to approve and activate your account before you can post positions. You will receive a message in the mailbox of the email address you provided when creating the account informing you when your account is active.

Here, we have created a fake organization as a guide through the posting process. The Colorado Women’s Collective is looking to hire a Colorado College student for their postgraduate Community Organizer position.

**Dashboard**

This is your employer account dashboard. Under the My Profile tab, you can edit or update your organization and contact information and change your information sharing settings—that is, whether you would like your organization’s description and/or contact information to be displayed to students.

To post a position, click on the My Jobs tab in the upper navigation bar, boxed in gold above, then click New Job.
Adding a Position

You will then be directed to the page below. The instructions at the top answer common questions about the posting process.

Position Information

Fill out the fields in Position Information accurately and completely. The more information available, the easier it is for students to locate in a search. You can have students upload their documents and submit their application through SUCCESS, or enter the organization’s online application address. See the example below.
Contact Information

The system will automatically populate this section with the contact information provided in the employer account, but you can change it now if necessary.

Posting Information

If you choose to allow students to upload their resumes, cover letters, and any other materials through SUCCESS, the Expiration Date is when your posting will close, and the system will not allow students to submit materials after that date. If you would like the posting to stay open in the system after your deadline, just list the deadline in the Application Instructions section. Again, use Ctrl to select multiple options from any drop-down menu.

This section is where you select whether you would like students to see the contact information for the individual from your organization associated with the posting. Simply select Yes or No.
Once you have filled out as many fields as possible, click Save. The system will give you an overview of the information you just posted, a job ID—shown below boxed in gold—and will display the position’s status, which will show as pending until the Career Center approves the position to go live.

After position approval, you will receive a confirmation email and will be able to see your listing under the My Jobs tab.
Frequently Asked Questions

- New recruiters can be added to existing organizations—no need to create a new organization profile.
- All passwords can be emailed confidentially if forgotten by clicking the “Forgot My Password” option at the bottom of the login page.
- SUCCESS will email you within a few days of the expiration date of your organization’s positions. Unless updated, the system will automatically close the position on that date.

Thank you for reading our SUCCESS guide. We appreciate your interest in posting opportunities.

If you ever have additional questions or need assistance, please do not hesitate to call us at 719.389.6893 or send us an email at CareerCenter@ColoradoCollege.edu.