

THE SDACCC CONSORTIUM SITE IS A CENTRALIZED WAY OF PROMOTING JOBS AND INTERNSHIPS TO POST-SECONDARY STUDENTS IN SOUTH DAKOTA.

Members of the South Dakota Association of College Career Centers (SDACCC), formerly known as the South Dakota Career Planning and Placement Association (SDCPPA), include nearly all colleges, universities, and technical schools in South Dakota. Each year post-secondary institutions in the state of South Dakota graduate anywhere from 35,000 to 45,000 students with backgrounds ranging in healthcare, education, technology, business, government, industry and much more!

ON THE SDACCC CONSORTIUM, EMPLOYERS MAY:

- Visit one centralized, online location to post an unlimited number of jobs
- Quickly post internship and employment opportunities and have them automatically sent to all SDACCC member schools
- Access a large number of bright and talented candidates throughout South Dakota

Access the SDACCC consortium directly by navigating to <https://sdacc-csm.symplicity.com/employers/> or by clicking on the link from the SDACCC website: <http://www.getgrads.com/post-a-position>

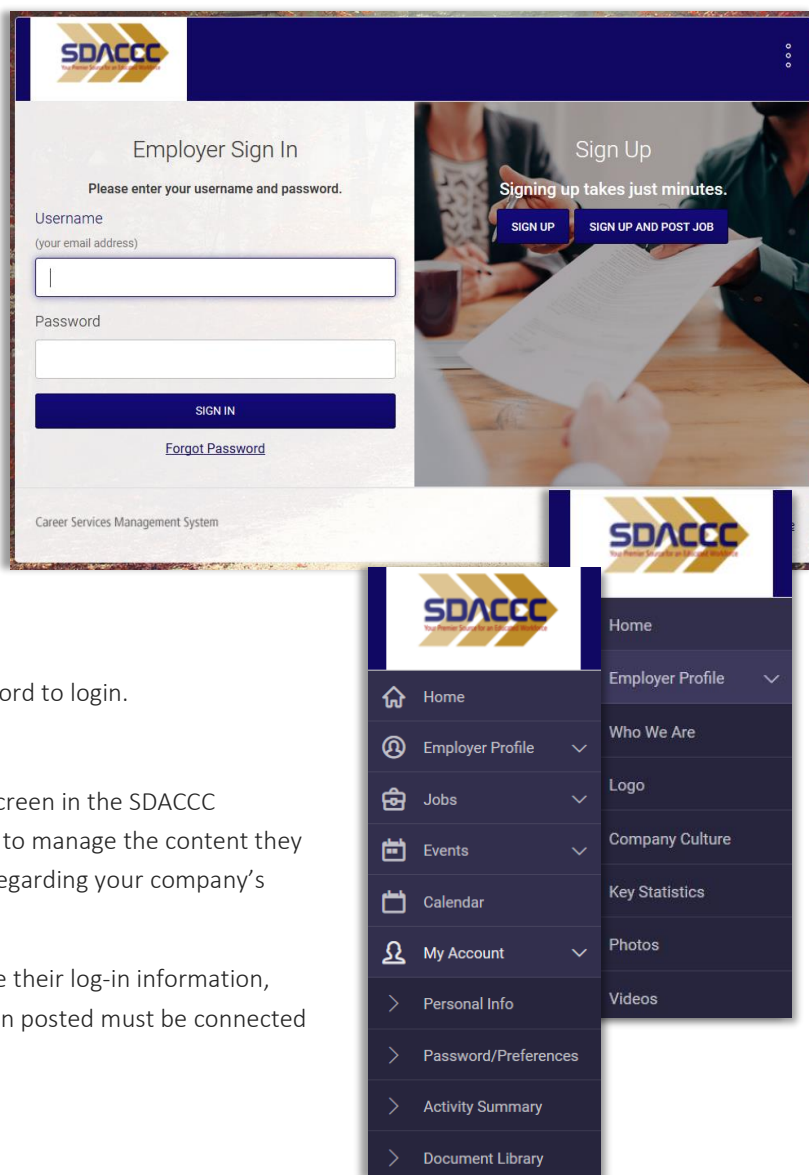
CREATING AN ACCOUNT

- **New Users**
Click either “Employer Sign Up” or “Sign Up and Post a Job”, and complete the registration form. SDACCC staff confirms registrants each business day to ensure legitimacy of employers. After reviewing, registrants will receive an email to set an individual password.
- **Existing Users**
Enter your username (email) and password to login.

MANAGE YOUR EMPLOYER PROFILE

Using the task-bar found on the left side of the screen in the SDACCC consortium site, employers are given the flexibility to manage the content they share with candidates. Consider adding details regarding your company’s culture, photos, videos, and even a logo.

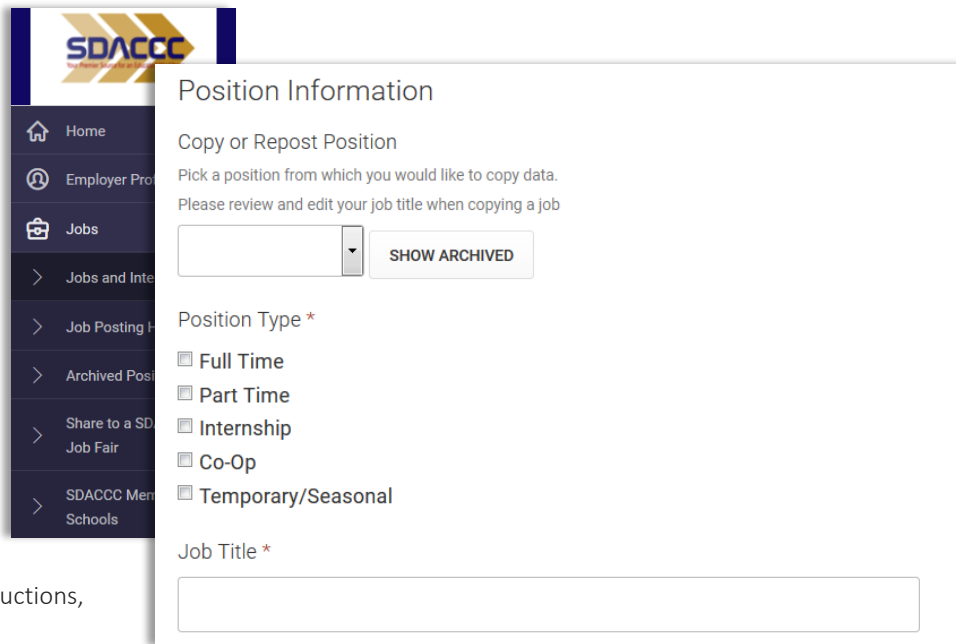
Employer contacts also have the ability to change their log-in information, password, and contact information. Each position posted must be connected to an employer and contact in the system.



POSTING A JOB

When postings are submitted on the SDACCC consortium, they are automatically distributed to SDACCC member post-secondary institutions across South Dakota.

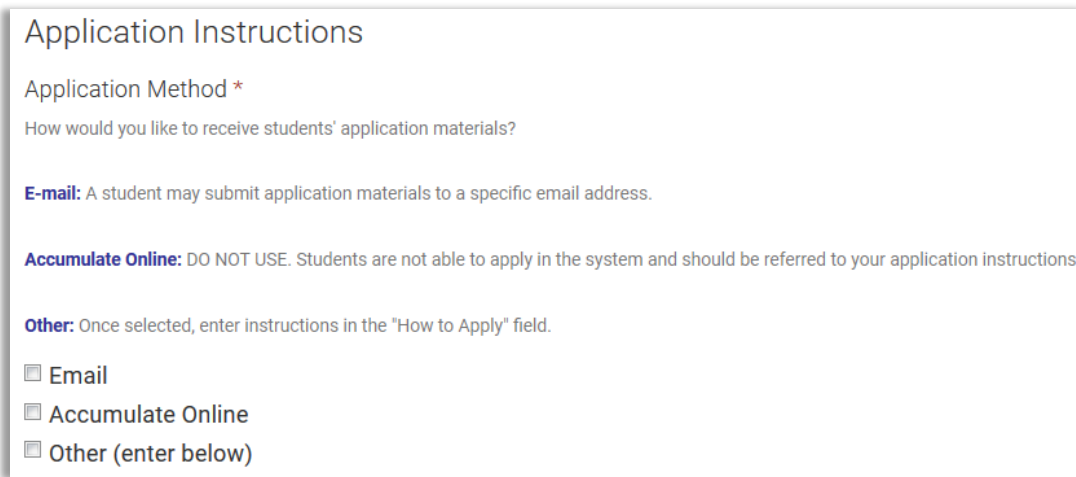
To post a position or internship for candidates, click on “Jobs” then “Post a Job”. Complete the position posting form, providing details including the position type, title, description, application instructions, and closing dates.



One week after postings expire, they will be moved to the “Archived Positions” tab in the “Jobs” menu.

Employers may reopen archived postings by clicking “Show Archived”, and then adjusting the open/closing dates and all other content requiring updates. Once updated, the position will be again be shared to SDACCC member schools.

Note: Students do not use the SDACCC consortium. Rather, each member institution shares postings directly to students and alumni. Therefore, employers should not select to have applications accumulate online.



Employers must select either “Email” or “Other (enter below)” in each posting application instructions.

SDACCC EVENTS

Annually, SDACCC sponsors the SD B.I.G. (Business – Industry – Government) Job Fair, the SD Teacher’s Job Fair, and the Rapid City Regional Job Fair. Registration for these and other SDACCC events will be collected on the consortium site.

THE SDACCC CONSORTIUM SITE IS POWERED BY SYMPPLICITY CSM. IF YOUR ORGANIZATION CURRENTLY HAS A SYMPPLICITY ONE-STOP SITE, PLEASE ADD SDACCC TO YOUR PREFERRED LIST.