

# Post your job @ PCC

[www.myinterfase.com/pcc/employer/](http://www.myinterfase.com/pcc/employer/)



Thank you for your interest in posting jobs at Portland Community College. All jobs posted can be accessed by students and graduates online or viewed on campus. Jobs related to a career technical program, such as Automotive, Early Childhood Education or Medical Laboratory Technology, are forwarded to the appropriate Specialist.

## Post jobs here:

[www.myinterfase.com/pcc/employer/](http://www.myinterfase.com/pcc/employer/)

## Here's what you need to post a job:

- Employer name, contact name, address, phone, and email.
- Required fields: job title, hours per week, wage, job description, qualifications, and application details.
- You'll also be prompted to select: job location, job category, job type, applicant type, expiration date and whether to show contact information or not.

## Be mindful of the following:

PCC is committed to creating a nationally-renowned culture of diversity, equity, and inclusion. To recruit with us, employers must offer employment without regard to race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation or any other status protected by federal, state or local law.

✓ Pay at least minimum wage (*unless offered as internship*)

✗ No buy-ins

✓ Provide complete and accurate contact info

✗ No private in-home services

✓ Maintain student confidentiality

✗ No independent contracts (1099 positions)

## If you have problems posting, contact:

email: [stujobs@pcc.edu](mailto:stujobs@pcc.edu)

phone: 971-722-7769

Portland Community College is an Affirmative Action, Equal Employment Opportunity Institution.

If you have a disability that requires academic adjustments and services, please contact Disability Services as soon as possible for information regarding eligibility and deadlines to receive services. Some accommodations require several weeks to put into place. Call 971-722-4341 or by Video Phone at 503-928-5875.



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