

Town and Gown Job Board

Denison University students can access information about short-term, local employment opportunities via a job board for local employment opportunities on the Career Center's website:

<https://knowltonconnect.denison.edu/channels/local-employment-opportunities/>

To post a position:

1. Visit <https://knowltonconnect.denison.edu/account/guests/> and select 'Feature a Job'
2. Follow the instructions to create an account
3. Verify your account via email
4. Once verified and logged in, select Employer-Profile from the drop-down menu
5. Fill in Employer details
6. Once Employer details are complete, you will have the option to post a job
7. Please select 'NO' for the question Do you plan to visit campus?
8. Enter all job details
9. **Please do not select any tags** - the staff at Denison will select appropriate tags
10. Email Elise Melick, melicke@denison.edu, to advise of job pending review
11. Staff will review, post your position, reach out with any questions and confirm.

Denison University cannot guarantee applicants for any positions posted.

Please note, if you are interested in posting internships or full-time jobs for graduating seniors, please contact Ryan Brechbill, Director of Employer and Alumni Relations at brechbillr@denison.edu as those types of opportunities are better suited for Handshake, our internship and full-time job opportunity platform.