

# Posting a Job Announcement in the Career Center at Palomar College

**FOR ON CAMPUS DEPARTMENTS** = Email Eddie at [etubbs@palomar.edu](mailto:etubbs@palomar.edu)

**FOR OFF CAMPUS EMPLOYERS** = You have three options in sharing your job announcements with students here at Palomar College.

Here in the career center we maintain what we call job binders. We have a job binder for the current month and carry it forward to the next month.

**HOW TO POST A JOB:** You basically have three (3) options.

**Option #1:** Simply send us a job announcement either by email or fax.

If you want to fax it in, our fax number is: (760) 761-3590. If you want to email it in, please email it to the Career Center Coordinator. His name is Eddie Tubbs and his email is: [etubbs@palomar.edu](mailto:etubbs@palomar.edu). When emailing a job announcement, the best way is to actually email it as a word attachment.

Once received, we'll post your job announcement in our job binder. During the normal school semester we do have students seeking jobs and they do look at our job binder on a daily basis. **NEXT STEP:** If a student sees a job in our binder that they like, then they would take down the contact information and contact you direct.

**Option #2:** Our Student Services Affairs Office maintains a small job website and for a fee of \$5.00, they post it for you. The point of contact is Marilyn and her phone number is (760) 744-1150 ext 2594.

**Option#3:** Attend one of our career fairs. We normally host one in the month of May and the month of September each year. To learn more about our career fairs, click on the career fair link on the career center website.

**To speak to a staff member in the Career Center call  
760) 744-1150 ext 2194 or 3125.**