



THE SMART PLACE TO START  
***NCCC JOB BOARD MAIN HUB***

The NCCC Job Board posts the latest information regarding local jobs, internships, and events, and is available to all students and alumni. The Job Board is divided into 3 primary listings: Internships, Full Time Positions, and Part Time Positions. The Job Board also has links to helpful tutorials for writing resumes and cover letters. Additionally, any on-campus employment events can be found below.

*If you are interested in applying for a specific position, you can get more information about the position by contacting Student Development by calling (716) 614-6290, stopping by A-131, or email the [Job Locator](#).*

**Note: Place cursor over desired link; right click with your cursor then copy the hyperlink. Paste it into your preferred web browser.**

**[INTERNSHIP OPPORTUNITIES](#)**  
**[FULL TIME POSITIONS](#)**  
**[PART TIME POSITIONS](#)**  
**[FEDERAL WORK STUDY JOB DESCRIPTIONS](#)**  
**[EMPLOYMENT EVENTS](#)**  
**[STUDENT REPP JOB DESCRIPTION & APPLICATION](#)**

**Below is a list of useful online career building resources:**

**[Employment and Career Information Websites](#)**

This is a list of online resources job seekers can use to find a variety of employment opportunities here in the Greater Buffalo area and beyond.

**[NCCC Employment Information Packet](#)**

This guide contains useful information on how to conduct job searches, write cover letters and resumes, and tips on how to interview

### **NCCC: Dressing for a Job Fair**

A helpful guide on how to dress for a job fair

### **Vault**

The Vault website is a resource for career management and job search information, including industry trends, salary comparisons, hiring practices, and company cultures. The website offers employer profiles and rankings; links to industry blogs and current news; messaging boards where users discuss issues and solicit advice; education information, including profiles on colleges and degree programs; and a job board that matches employers and recruiters with qualified candidates.

### **[CB Salary Calculator](#) [Salary Survey Data](#) [Salary.com](#)**

These websites allow the job seeker to find the average salary paid for a position in a particular city and state, as well as nationally. For job seekers considering a move or a commute, they also offer a cost of living calculator that compares the “buying power” of salaries across cities and states. These sites also offer advice on how to negotiate your salary with your employer; job alert emails; an up-to-date database of job postings; resume and cover letter tips; interview techniques; networking tools; and advice on personal branding.