

# **Employers: Career Services Contacts & Job Postings**

The five colleges - Northeast Lakeview, Northwest Vista, Palo Alto, St. Philip's and San Antonio - in the Alamo Colleges District welcome collaboration with employers to provide employment and internships to our students. As the largest provider of higher education in South Texas, we have your next star employee!

#### Job Posting Website – Purple Briefcase Employer Registration Guide:

- 1. Using the list below: Click on the Job Posting Website for the college site of your choice
- 2. Select: New Employer to register your account. Under the FREE account click: Get Started!
- 3. Complete the "Personal Account Information" form and click: Continue
- 4. Complete the Business Account Information form.
- 5. On the left hand side, select: My jobs to post positions

Employers must abide by Alamo Colleges District's commitment to Equal Employment Opportunity (EEOC) and affirmative action. We reserve the right to refuse service to include job postings/on-site recruiting services. Employers requesting bank account/social security numbers, application fees or donations will be rejected. Concerns of fraudulent business practices are evaluated using <u>NACE's Principles for Ethical Professional Practice</u>. College-specific career services contact information listed below:

# **NORTHEAST LAKEVIEW COLLEGE**

Career Representative:	Peggy Chavez	(210) 486-5143	pchavez65@alamo.edu
Career Websites:	Job Posting Website Ca	reer Services Website	<u>Center Email</u>
Career Services Location:	Student Commons Rm 125 - 1201 Kitty Hawk Rd. Universal City, Texas 78148		

### **NORTHWEST VISTA COLLEGE**

Career Representative:	Doreen Abrams	(210) 486-4126	dabrams3@alamo.edu
Career Websites:	Job Posting Website Car	eer Services Website	<u>Center Email</u>
Career Services Location:	Cypress Campus Center Rm 108 - <u>3535 N. Ellison Drive San Antonio, Texas 78251</u>		

# PALO ALTO COLLEGE

Career Representative:	Nathalie Riojas	(210) 486-3143	<u>nriojas6@alamo.edu</u>
Career Websites:	Job Posting Website Care	er Services Website	<u>Center Email</u>
Career Services Location:	Student Center 101 - <u>1400 W. Villaret Blvd San Antonio, Texas 78224</u>		

### **ST. PHILIP'S COLLEGE**

Career Representative:	Gilbert Palomo	(210) 485-2056	<u>spc-jobs@alamo.edu</u>
Career Websites:	Job Posting Website Care	er Services Website	
Career Services Location:	MLK Welcome Center Rm 102	2 - <u>1801 Martin Luther King</u>	Dr San Antonio, Texas 78203

### SAN ANTONIO COLLEGE

Career Representative:	Jennifer Vazquez	(210) 486-1500	jvazquez140@alamo.edu
Career Websites:	Job Posting Website Car	eer Services Website	<u>Center Email</u>
Career Services Location:	Moody Learning Center Rm 100 - <u>1819 N. Main Ave, San Antonio, Texas 78212</u>		