Career Coach Employers Guide

2024

Step 1 Create Employer Account: Go to the main Career Coach site for Iowa Western Community College: https://iwcc.emsicc.com/ Click on the Employer Sign Up (for first-time users) or Login (for returning users) on the right top side of the screen. If using the Sign-Up option, please fill in your information and click Create Account.

This will lead you to the Profile screen where you will fill in more employer information, and then click on Request Approval to post.
Step 2 Posting Opportunities: Once you have finished creating your profile, your request to post to the Iowa Western Community College job board as an employer will be sent to Jennifer Salvo, Director of High School Partnerships & Student Advancement, for approval.

Once approved, you will be able to log into your IWCC Career Coach account to post openings (e.g., internships, full-time, part-time). To create a new posting, click on the Add New Posting button.

Dashboard

This will bring up the New Posting window. Fill in your posting details, and then click on Send for Approval. Jennifer will review your posting to approve or deny it; always feel free to ask Jennifer questions about posting.

New Posting

Job Title

Description

- Full-Time
- Part-Time
- Internship
- Apprenticeship
- Work-Study

This posting will expire after

- October 31, 2021

This posting will appear on these Career Coach pages

- e.g., Accountants, Registered Nurses

Contact Information:
- Director of High School Partnerships & Student Success: Jennifer Salvo (jsalvo@iwcc.edu, 712-325-3224)
- Department Email: careerandtransfer@iwcc.edu
Once you have posted an opportunity, it will show up on your Dashboard screen. This screen will show you any **Live** (current posted), **Ended** (past posted), and **Pending** (awaiting approval) posting that you have has with IWCC.