



7.3 Job Board

Definition

The SDC offers a job board on its website as a public service to students, alumni, and profession/industry partners. The job board does not endorse specific jobs or companies by providing this service. Submit materials as described below to academic program manager Jaime Rice (jlrice@wsu.edu).

Procedure for posting on website

Send a short description of the position and/or link to company website or contact person (limited to 50 words)

Procedures for posting on physical display board

Send a longer description of the position, including important details about the position such as qualifications, application instructions, and deadlines.

What's allowable?

- 1) The SDC will accept posts for full-time, part-time, or internship level positions within the four disciplines offered at the school (architecture, interior design, landscape architecture, and construction management) and/or for those that include one or more of these disciplines, or those requiring related knowledge and skills.
- 2) Not all positions will be appropriate for advertising with our students, and the reasons may vary. The academic program manager will be entrusted to select and post advertisement without supervision; however, in the event of postings that may be inappropriate, the academic program manager should consult with the director. The director would make final decisions in all cases, and may suggest that certain posted advertisements be removed.
- 3) Fellowships and competitions may be posted on the job board pages as well.

Duration

All positions will be noted with the post date and remain until the application deadline and/or notification the position has been filled, up to 60 days maximum. Extensions may be granted upon request.

Fees

As a cooperative effort to support students, alumni, and professional/industry partners no fees are charged for this service. If inclined, a donation may be made to one of our academic programs or to the SDC Excellence Fund through the [GIVE](#) page of the SDC website (<http://sdc.wsu.edu/give/>).