



Job Board Posting Policy

<http://sdc.wsu.edu/overview/student-jobs/>

I. Definition

- a. The SDC offers a job board as a public service to our students, alumni, and profession/industry partners and is not endorsing specific jobs or companies by providing this service.
- b. 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) or those requiring related knowledge and skills.

II. Procedure

- a. If you have a position to post please do the following:
 - i. Send a description of the position and PDF or JPEG announcement/image if applicable to Jaime Rice, jlrice@wsu.edu.
 - ii. Include important details about the position such as:
 1. Qualifications
 2. How to apply
 3. Application deadline

III. Duration

- a. All positions will be noted with the post date and remain on the SDC website until the application deadline and/or notification the position has been filled, up to 90 days.
- b. If you want/need to extend your post, please let us know.

IV. Other

- a. Questions? Contact jlrice@wsu.edu for job board posts.
- b. Want to schedule on-campus interviews or info sessions? Contact cgana@wsu.edu and/or vcea.internships@wsu.edu.
- c. Scholarships? If you are looking to post information about scholarships we have a scholarship website as well at <http://sdc.wsu.edu/scholarships-assistantships/>.

V. Fees

- a. We do not charge any fees for this service as it is a cooperative effort to support our students, alumni, and professional/industry partners.
- b. If you desire to donate to one of our academic programs or the SDC Excellence Fund, you may do so on the [GIVE](#) page of our website.

Thank you for your interest in Washington State University and the School of Design and Construction.

We. Are. SDC. GO COUGS.