The Online Career Center
A How-To Guide for Employers
Questions? Contact Kelsey Kerstetter
The Office of Career Management
(614) 292-1556
Kerstetter.21@osu.edu
With the Career Center, you can post:

- Full Time Employment
- Part Time Employment
- Summer Employment
- Internships
- Externships
- Consulting Positions
- Relief Positions
TO CREATE YOUR ACCOUNT

1. Visit vet.osu.edu and click on the “Careers” tab
2. From the Careers tab, click “Job Postings” located at the bottom of the list; this will take you to osuvetjobs.org
3. Once in the Career Center, Click “Employers? Sign In and More”
4. To create your account, click the “Sign Up Now” button.
5. You will create a company profile by completing the Company Registration.
6. Once you have registered, you can post and manage job opportunities
There are several important features of the Career Center:

1. Products
2. Post Jobs
3. Resume Search
### PRODUCTS

You can post with Ohio State College of Veterinary Medicine Students for **free**

There are also several options to post nationwide on the Veterinary Career Network for a fee, listed on the products page.
POST JOBS

- Create a New Job
- Manage Jobs
  - See active, pending, and inactive jobs
- Manage Applications
  - See who has viewed your job posting
- Job Statistics
- Bulkpost
  - For multiple job postings (not for everyone)
- Resources
  - “Attract Top Talent”
  - EEOC and Government Compliance Regulations
THE ELEMENTS OF YOUR JOB POSTING

Create a New Job

Fields marked with a + are required.

+ Job Title:

Please review information regarding prohibited job postings

Internal Job Number:

HTML Formatting is Available

+ Online Job Ad:

Job Requirements:
Drop down menus for:
Education, Function & Type

<table>
<thead>
<tr>
<th>Required Education:</th>
<th>Education Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function:</td>
<td>Function Options</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Employment Options</td>
</tr>
<tr>
<td>Type:</td>
<td>Type Options</td>
</tr>
<tr>
<td>Species:</td>
<td>Species Options</td>
</tr>
</tbody>
</table>

Select all species that are relevant to this job.
Species:

- Canine
- Feline
- Equine
- Bovine

Hold the Ctrl key and click to select all species that are relevant to this job.

Experience Level:

- Less than one year
- One to seven years
- More than seven years
- Any experience level considered

- Check this box if telecommuting is allowed.

Number of openings:

Salary:

- [ ] Annual
- [ ] Hourly

Additional salary info:

Relocation Costs:

- No Relocation
- [ ] Paid
- [ ] Negotiable

Country:

United States

State/Province:

Select one...

City:

ZIP/Postal Code:

N/A

To display the location of this job in a Google map at the bottom of your posting, please enter a valid United States ZIP code.
Display company as:  

Confidentiality:  
Make this a confidential posting.  
This will suppress your company's name, profile, and logo.  

+ Send Applicants to:  

○ An Email Address  ○ Job Application URL  
kerstetter.21@osu.edu  
Please enter the email address where applications for this job are to be sent. This email address will not appear to job seekers.  

Search Words:  

I understand that the following types of postings are forbidden by law:  
- Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.  
- Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.  

+ Government Compliance:  

I agree  

Notes:  

Max Length: 300  
This field is for your reference only. It will not appear on the job.  

Save and Preview Job
# Resume Search

## Saved Searches

**Keyword Search**

**Name**

**Location**

**School**

**Job Title**

## Resume Search

### Advanced Search

#### Keywords:
- veterinary assistant

#### Options:
- Apply Keywords to Job Titles Only

---

<table>
<thead>
<tr>
<th>UPDATED</th>
<th>JOB TITLE</th>
<th>NAME</th>
<th>LOCATION</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 13</td>
<td>Veterinary Assistant</td>
<td>Cara Viccario</td>
<td>USA - AZ - Saloka</td>
<td>21,000</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Veterinary Assistant</td>
<td>Debra Carr</td>
<td>USA - TN - Clariville</td>
<td>29,000</td>
</tr>
<tr>
<td>Sep 09</td>
<td>Veterinary Assistant</td>
<td>Bill Hicks</td>
<td>USA - IL - DeKalb</td>
<td>--</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Veterinary Assistant</td>
<td>Katie Hill</td>
<td>USA - GA - McComb</td>
<td>25,000</td>
</tr>
<tr>
<td>Feb 09</td>
<td>Veterinary Technician</td>
<td>Kelli Wheat</td>
<td>USA - FL - Ocala</td>
<td>--</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Veterinary Assistant</td>
<td>Christopher Wimmer</td>
<td>USA - IL - Normal</td>
<td>--</td>
</tr>
<tr>
<td>Sep 07</td>
<td>Veterinary Assistant</td>
<td>Richard Sweeten</td>
<td>USA - FL - Orlando</td>
<td>18,000</td>
</tr>
<tr>
<td>Jul 23</td>
<td>Veterinary Assistant</td>
<td>Emma Rossi</td>
<td>USA - CT - Clinton</td>
<td>--</td>
</tr>
<tr>
<td>Mar 06</td>
<td>Veterinary Assistant</td>
<td>Leeisa Jones</td>
<td>USA - NC - Nashville</td>
<td>--</td>
</tr>
<tr>
<td>Oct 07</td>
<td>Veterinarian</td>
<td>Thomas Windham</td>
<td>USA - AL - Alston</td>
<td>--</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Veterinarian</td>
<td>Ashley Mays</td>
<td>USA - TN - Knoxville</td>
<td>--</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Veterinarian</td>
<td>Ashley Mays</td>
<td>USA - TN - Knoxville</td>
<td>--</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Veterinarian</td>
<td>Casey Kersien</td>
<td>USA - NC - Asheville</td>
<td>--</td>
</tr>
<tr>
<td>Jul 02</td>
<td>Veterinary Assistant</td>
<td>Allese Lawer</td>
<td>USA - OH - Parma</td>
<td>16,000</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Veterinary Assistant</td>
<td>Lynda Murphy</td>
<td>USA - OK - Norman</td>
<td>33,000</td>
</tr>
<tr>
<td>Jun 27</td>
<td>Veterinary Assistant</td>
<td>Sarah A</td>
<td>USA - PA - Centerville</td>
<td>--</td>
</tr>
<tr>
<td>Sep 25</td>
<td>Veterinary Technician</td>
<td>Elizabeth Morgan</td>
<td>USA - CO - Peyton</td>
<td>28,000</td>
</tr>
<tr>
<td>Sep 24</td>
<td>Certified Veterinary Assistant</td>
<td>Alexis Childress</td>
<td>USA - SC - Myrtle Beach</td>
<td>17,000</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Veterinary Assistant</td>
<td>Katie Parton</td>
<td>USA - GA - Conyers</td>
<td>12,000</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Veterinary assistant</td>
<td>Syd Zia</td>
<td>PAK - Pensacola</td>
<td>--</td>
</tr>
<tr>
<td>Mar 03</td>
<td>Veterinary Assistant</td>
<td>Jennifer Krumwiede</td>
<td>USA - GA - Douglasville</td>
<td>--</td>
</tr>
</tbody>
</table>
How to Create a Job Posting/Assistance with the Career Center
  ➢ Salary/Compensation
  ➢ Effective Job Descriptions

Programs and Events
  ➢ Homecoming Weekend Career Expo (October)
  ➢ Networking
  ➢ Mentoring Opportunities
QUESTIONS?

Feel free to contact us:
cvmcareers@osu.edu or (614) 292-1556
We look forward to working with you!