

Special Information for Private Residence/In-Home & Childcare Employers

As a courtesy to the local community, the Career Development Center at Purchase College invites families to post childcare, tutoring and other appropriate in home/private residence positions on **Purchase JobScore**. Purchase JobScore is a **free service** that allows you to post your opportunity for as long as you need. **Please note that Purchase College, SUNY reserves the right to determine the suitability and appropriateness of jobs and other opportunities offered to Purchase students.**

Although the Career Development Center cannot guarantee that you will receive applicants for the position, we do however have students who are interested in childcare opportunities. Posting your opportunity is the best way to reach out to potential candidates. *Some criteria that may encourage a positive student response may be salary, flexibility in scheduling, use of a car/ease of commute or other perks.*

We thank you for reaching out to Purchase College students, and hope your search is successful!

Tips for Posting:

On the Employer Registration Page

- For **Industry** select *Personal Care & Service*.
- For **Organization Name** you can put: *Private Residence, "Last Name" Family, etc.*
- You **do not need to include** an Organization Description on the registration page.
- For your **address**, you do not need to include your street address.

On the Job Posting Form

- Select the **Job Function** "*In-home (Private Residence)*"
- Include as **detailed a description** as you can.
- If you do not require that the student have their own transportation, state that in your description. **You may receive more applicants if students do not need their own car.**
- You should **include the hourly salary**.
- Include hours/days needed. If you are flexible with hours, state that in the posting.
- You **cannot include gender as a requirement or a preference** in a posting (*unless it for a performance role*).