Applying for Employment at WCTC

1) Visit us at [www.wctc.edu](http://www.wctc.edu) to learn about our institution! At the bottom of the homepage, find the WCTC CAREERS button.
   a. To navigate directly to our WCTC Careers page, click [HERE](http://www.wctc.edu)

2) On the WCTC Careers page, review the information about applying for jobs at WCTC. When you’re ready to see available opportunities, choose either the “Faculty, Adjunct Faculty and Staff” option or the “WCTC Internal and UWM at Waukesha Opportunities.”

If you have questions at any time, please send an email to [HRServices@wctc.edu](mailto:HRServices@wctc.edu).
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3) Use the different features to search, sort and filter positions as needed. If you are interested in more information, click the Job Title of the position to learn more.

4) The job description and applicable benefits will populate in a fly-out page. Read to understand responsibilities, qualifications, and application requirements. When prepared, click APPLY in the upper right corner. You will be prompted to log in or create an account. If you need assistance through the application process, please click here for support.

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5) Didn’t see anything that caught your eye this time? Fill out an Interest Card and be notified by email when something becomes available! Click on the menu from the upper left-hand corner and select the “Job Interest Notification Email” option.

6) Select the categories you are interested in. Note: you may select as many options as desired. Click “Subscribe” and enter your name and email address. You will be subscribed to job notifications for 12 months.

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