

HOW TO USE THE WATER-WASTEWATER LISTSERV

Sign up for our Listserv to post and receive notices relevant to the SRJC Water and Wastewater program. The Listserv is a forum for current and past students, industry members, and faculty to post relevant career-related information including job announcements, internship announcements, career events, and other resources.

TO SIGN UP:

Once you are a member you can post directly to the list.

1. Go to: <http://listserv.santarosa.edu/mailman/listinfo/water-wastewater>
2. Enter your email, name, a password, and check “yes” or “no.”
 - a. TIP: If you check “yes,” you will get one email the day after any posts are made to the list, with all the posts from that day. If you check “no,” you will get all posts immediately when they are posted to the list.
3. After registering, you will receive an automatically-generated email with a confirmation link. You need to click on the link and click the “Subscribe to list” button to complete the registration process.

TO POST:

Post job openings and other career-related events relevant to present and past students of the SRJC Water/Wastewater program.

1. Write an email to: 'water-wastewater@listserv.santarosa.edu'
2. Make the subject descriptive, for example, “Open OIT position at XYZ Utility.”
3. In the body of the email, briefly describe the position or event.
 - a. TIP: Use “plain text” for your message. Advanced formatting will not show through.
 - b. TIP: Hyperlinks are better than attachments. The attachment size is limited to 40 KB (very small files), and attachments need to be approved individually. If you need to send out a document, it’s better to post it online then put a link to the document in the Listserv posting.
 - c. TIP: Type out the whole hyperlink, ideally on its own line.
For example: “<https://appliedtechnology.santarosa.edu/water-resources-technology>” is better than “Click [here](#) to visit our webpage.”
4. Send your email.

TO EDIT YOUR SUBSCRIPTION:

1. Go to: <http://listserv.santarosa.edu/mailman/listinfo/water-wastewater>
2. Enter your email address in the last box and click “Unsubscribe or edit options.”