

**PROFSJOBS EMPLOYER JOB POSTING POLICY**

Last updated September 2019

**EMPLOYER REQUIREMENTS**

The Office of Career Advancement will only accept job posting opportunities for companies and organizations that provide the following **complete** information:

1. First/Last name and job title of contact person
2. Email address from the company’s domain **(Personal and non-organization email addresses will not be approved, e.g. @gmail.com, @live.com, etc.)**
3. Mailing address
4. Telephone number
5. Website address
6. Description of company
7. Job title
8. Job description
9. Skills and experience required
10. Candidate’s requirements (level of education, majors, GPA, etc.)
11. Location of job
12. Compensation type (Salary, hourly, and/or commission)

The Office of Career Advancement reserves the right to determine the eligibility of a posting and to delete any posting that is unsuitable for our students. We will not post jobs that discriminate against applicants on the basis of race, color, creed, gender, religion, age, national origin, sexual orientation, veteran status, or disability. Please reference the U.S. Equal Employment Opportunity Commission (EEOC) website for more information <http://www.eeoc.gov>

**UNACCEPTABLE JOB POSTINGS**

The Office of Career Advancement asks that all employers adhere to the Principals for Professional Practice set by The National Association of Colleges and Employers (NACE) <http://www.naceweb.org/principles>. Profs Jobs is intended for positions that are appropriate for our current students and recent alumni. **The Office of Career Advancement does not accept or post the following types of positions:**

* Multilevel Employers (also known as “Pyramid Employers”).
* Independent contracting opportunities.
* International admissions consulting positions.
* Campus/brand ambassador positions.
* Upfront Product Purchase Employers – This includes requiring employees to invest their own resources in the purchase of supplies, products, or services to carry out their business.
* Work experience that is attached to a fee/tuition-based graduate program or fee-based licensure program.
* Positions that require a fee, investment, and/or fundraising.
* Positions without a specific job location.
* Positions that are with a private individual (e.g. babysitting, nannies, tutors).
* Positions at a private home or an employer’s residence.
* An unpaid internship that is required prior to a full time offer.
* Placement agencies offering unspecified opportunities to work or teach abroad.

The above is a representative list and is not meant to be exhaustive.

**THIRD PARTY STAFFING**

Third Party Staffing organizations must choose their industry as being “Third Party Staffing” and provide the name of the client within the job description in addition to the previously mentioned Employer Requirements. Any information provided by a student is used solely for the original recruiting purpose and therefore must not be provided to or used by any other employer. Third-party recruiters that charge fees to students will be dismissed from Profs Jobs and have the job posting removed.