

LISTING EMPLOYMENT & INTERNSHIP OPPORTUNITIES
CAREER CENTER at COLLEGE OF CHARLESTON
GUIDELINES & POLICIES

The following guidelines & policies apply to all employers offering employment and/or internship opportunities for College of Charleston students/alumni:

ALL POSITIONS LISTED WITH THE CAREER CENTER MUST:

- meet the minimum wage requirement (currently \$7.25 per hour)
- provide full disclosure to the Career Center of the following information:
 1. organization name, address
 2. contact person's name, telephone number
 3. job description
 4. rate of pay/compensation
- comply with all federal and state affirmative action and equal employment opportunity regulations

ALL INTERNSHIP POSITIONS LISTED WITH THE CAREER CENTER MUST:

- include a complete job description detailing duties and learning outcomes
- specify a Site Supervisor with the appropriate level of expertise who is:
 1. a professional in the field with work experience and/or educational training
 2. genuinely interested in teaching a student about the career
 3. available and willing to spend time supervising and mentoring a student
 4. primarily motivated to benefit the student rather than the organization
- indicate if the internship will be paid (at or above minimum wage) or unpaid. The US Department of Labor specifies that an internship can be unpaid only if:
 1. the intern is provided training similar to that which would be provided at a vocational school (the student is under continued and direct supervision);
 2. the training is for the benefit of the student, not to meet the labor needs of the business;
 3. student does not displace a regular employee and an employee has not been relieved of assigned duties;
 4. the employer provides the training and derives no immediate advantage from the intern's activities, and on occasion his/her operations may actually be impeded;
 5. student is not necessarily entitled to a job at the conclusion of the internship; and
 6. employer and student agree and understand that no wages will be paid to the student

THE CAREER CENTER WILL NOT POST POSITIONS, NOR HOST ORGANIZATIONS FOR ON-CAMPUS RECRUITING OR CAREER FAIRS, UNDER THE FOLLOWING CIRCUMSTANCES:

- the employment opportunity involves on-campus solicitation, sale, posting materials, products or services
- the student must pay a nonrefundable fee to participate in a work experience or training
- the student is required to purchase or rent any type of sales kit or presentation supplies; the student is required to invest money up front before the position begins ("business opportunities")
- the opportunity requires recruitment of other members as the primary source of income (i.e. multi-level marketing, pyramid schemes)
- the position is deemed unsuitable to the image of the College or of questionable moral standards

THIRD PARTY RECRUITERS MUST:

- Identify their employer clients to the Career Center. This information will be held in confidence and will not be released to candidates unless authorized by the third party recruiter. No contact will be made directly with the employer without the third party recruiter's knowledge.

The Career Center reserves the right to refuse to list positions or host on-campus recruiting organizations. The Career Center and all employers they represent are expected to abide by the "Principles for Professional Conduct for Career Services & Employment Professionals" as published by the National Association of Colleges and Employers.