



## Policies & Guidelines

### LISTING EMPLOYMENT & INTERNSHIP OPPORTUNITIES

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

#### **1.0 ALL POSITIONS LISTED WITH THE CAREER CENTER MUST ABIDE BY THE FOLLOWING:**

- I. all full-time and part-time job opportunities must meet the minimum wage requirement (currently \$7.25 per hour)
- II. position listings must provide full disclosure to the Career Center of the following information:
  - a. organization name, full mailing address
  - b. contact person's name, telephone number and email address
  - c. job description and qualifications
  - d. rate of pay/compensation (*see policy regarding commission-based opportunities below*)
  - e. recruitment agencies and third-party recruiters must provide the name of the client organization for which they are hiring. This information will not be disclosed on the job posting. Only genuine and local employment opportunities will be accepted.
  - f. summer camp and ministry positions must be classified as part-time job opportunities (*see policy regarding summer camp and ministry opportunities in section 6.0*)
- III. all positions must comply with all federal and state affirmative action and equal employment opportunity regulations
- IV. **ALL PART-TIME JOBS LISTED MUST PROVIDE THE FOLLOWING INFORMATION:**
  - a. Number of positions available
  - b. Hourly rate of pay
  - c. must meet the minimum wage requirement (currently \$7.25 per hour)
  - d. Approximate number of hours per week
  - e. Desired start date
  - f. If temporary position, duration of position
  - g. Job duties/responsibilities
  - h. Desired skills/qualifications
  - i. How to apply

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

- I. the employer fails to meet our guidelines and policies
- II. the employment opportunity involves on-campus solicitation, sale, posting materials, products or services (this includes "campus ambassador" and "campus representative" internships). The College of Charleston is a non-commercial campus.
- III. the student must pay a nonrefundable fee to participate in a work experience or training
- IV. 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
- V. the opportunity is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses
- VI. the opportunity requires recruitment of other members as the primary source of income
- VII. international teach abroad opportunities other than those sponsored by embassies, the U.S. government, or an accredited university

- VIII. the opportunity is related to in-home employment. This includes any positions where work takes place in an individual's home (babysitting, senior companions, housekeeping, personal assistant yard work, etc.)
- IX. the position is deemed unsuitable to the image of the College or of questionable moral standards
- X. the employer requests personal data (i.e. social security number, bank account information) at the time of application
- XI. the employer misrepresents their organization by providing dishonest information or the absence of information

### 3.0 COMMISSION-BASED OPPORTUNITIES

- I. Employers using the Center's services will offer regular salaries for positions. A draw against future earnings does not constitute a salary. Employers offering commission-based positions may post job listings through the Career Center provided they abide by the following policy:
  - a. recruit only for positions which are full-time post-graduate career opportunities
  - b. **no commission-based internships or part-time jobs for current students will be posted**
  - c. 100% commission-based opportunities will not be accepted for on campus recruitment events. Salaried, hourly, or internship positions only.
  - d. when posting a position under "Rate of Pay or Compensation", enter "Commission-Only" and in the position description, inform the Career Center and potential applicants of the specific manner in which remuneration is to be determined.

### 4.0 ALL INTERNSHIP POSITIONS LISTED WITH THE CAREER CENTER MUST: (Please review our [Site Supervisor Internship Handbook](#))

- I. include a complete job description detailing duties and learning outcomes
- II. specify a Site Supervisor with the appropriate level of expertise who is:
  - a. a professional in the field with work experience and/or educational training
  - b. genuinely interested in teaching a student about the career
  - c. available and willing to spend time supervising and mentoring a student
  - d. primarily motivated to benefit the student rather than the organization
- III. indicate if the internship will be paid (at or above minimum wage) or unpaid. We will not post an unpaid internship requiring more than 20 hours per week. The US Department of Labor specifies that an internship can be unpaid only if the primary beneficiary of the arrangement is the student. The following seven factors are to be considered as to whether the employer or student is considered the primary beneficiary:
  - a. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa
  - b. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions
  - c. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit
  - d. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar
  - e. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning
  - f. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern
  - g. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship

### **5.0 THIRD PARTY RECRUITERS MUST:**

- I. 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
- II. charge NO Fees to the candidate
- III. not use, take, download or in any other manner obtain the employer job listing in order to populate their own organization's database of job openings. This means you may not sell, transfer, or in any other manner provide access to job postings to any person or entity outside of your organization, other than to provide information on a prospective job candidate to a client organization that has an actual job opening or has a need for temporary worker.
- IV. only opportunities in North Carolina, South Carolina, Georgia, and Florida will be approved; the Career Center does reserve the right to consider experiences outside of these areas if deemed appropriate

### **6.0 SUMMER CAMP AND MINISTRY OPPORTUNITIES**

- I. Employers offering summer camp and ministry opportunities may post job listings through the Career Center provided they abide by the following policy:
  - a. positions are classified as part-time seasonal or part-time temporary positions; we will not list full-time seasonal positions as full-time jobs, they must be submitted as part-time temporary with a 40-hour work week indicated in the posting description
  - b. only opportunities in North Carolina, South Carolina, Georgia, and Florida will be approved; the Career Center does reserve the right to consider experiences outside of these areas if they directly relate to disciplines of study at the College
  - c. positions will only be posted on the online job board between the months of January and May
- II. Employers who do not meet the above criteria are encouraged to post their opportunities to the following websites that are advertised on the Career Center's homepage.

### **7.0 THE CAREER CENTER PROHIBITS THE FOLLOWING RECRUITMENT STRATEGIES:**

- I. entering classrooms or lecture halls during a scheduled class, tutorial or lab to promote employment opportunities and/or distribute employment materials
- II. using common internal and external areas on campus such as waiting areas, lobbies, alcoves, break rooms, entrances, library, etc. to conduct impromptu recruiting activities
- III. entering residence buildings and posting/distributing employment promotional materials in mailboxes and/or under doors
- IV. posting and/or displaying employment jobs/promotional materials in unauthorized areas and/or in authorized areas without permission from the Career Center

### **8.0 THE CAREER CENTER RESERVES THE RIGHT TO REFUSE TO LIST POSITIONS OR HOST ON-CAMPUS RECRUITING ORGANIZATIONS.**

- I. 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](#).