



## Posting Policies & Guidelines for Handshake

The following policies & guidelines apply to all employers offering full-time, part-time, or internship opportunities for College of Charleston students/alumni:

### 1. THE CAREER CENTER WILL NOT POST POSITIONS UNDER THE FOLLOWING CIRCUMSTANCES:

- The employer fails to meet our guidelines and policies.
- The employment opportunity involves on-campus solicitation, sale, posting materials, products or services (this includes "campus ambassador" and "campus representative" internships) in-person or via social media. The College of Charleston is a non-commercial campus.
- 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\*.
- 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\*.
- The opportunity requires recruitment of other members as the primary source of income\*.
- International teach abroad opportunities other than those sponsored by embassies, the U.S. government, or an accredited university.
- International companies who do not have a headquarters or physical presence in the United States.
- The opportunity is related to in-home employment. This includes any positions where work takes place in an individual's home (babysitter, nanny, au pair, child caregiver, senior companions, pet-sitter, pet-walker, housekeeping, personal assistant, or yard work.) *See home-based/start-up policy below for more information.*
- The position is deemed unsuitable to the image of the College or of questionable moral standards.
- The employer requests personal data (i.e. social security number, bank account information) at the time of application.
- The employer misrepresents their organization by providing dishonest information or the absence of information.

\* This includes direct-sales, multi-level-marketing, and pyramid scheme.

### 2. ALL POSITIONS LISTED WITH THE CAREER CENTER MUST ABIDE BY THE FOLLOWING:

- All full-time and part-time job opportunities must meet the minimum wage requirement (currently \$7.25 per hour).
- Position listings must provide the following information:
  - a. Organization name and full business mailing address.
  - b. Contact person's name, telephone number, and email address.
  - c. Job description and qualifications.
  - d. *Recruitment agencies and third-party recruiters* posting jobs in our system may not charge fees to candidates. They may be asked to disclose the name of the client organization to the Career Center at the College of Charleston when necessary (should a situation arise involving the safety and security of our students and/or we need to confirm that the client is providing a suitable opportunity for our students).
- All positions must comply with all federal and state affirmative action and equal employment

opportunity regulations.

### 3. PART-TIME OPPORTUNITIES

In order to comply with a federally funded program that our office participates in, we require the following information to connect students with part-time employment.

- Number of positions available
- Hourly rate of pay (Please convert other rates of pay to the hourly equivalent).
- Must meet the minimum wage requirement (currently \$7.25 per hour)
- Approximate number of hours per week
- Desired start date
- If temporary position, duration of position
- Job duties/responsibilities
- Desired skills/qualifications
- How to apply

### 4. COMMISSION-BASED OPPORTUNITIES

Employers offering commission-based positions (base pay + commission OR commission-only) may post job listings through the Career Center provided they abide by the following policies:

- Commission-based postings **MUST** only be for permanent, full-time post-graduate career positions.
- When posting a commission-based full-time position, you must clearly state if the salary is “base pay + commission” or “commission-only” in the description to ensure our students are aware that commission is a part or all of the listed salary.

### 5. HOME-BASED and/or START-UP BUSINESS OPPORTUNITIES

If you operate your business out of your home, please note the following to be able to post jobs.

- You do not need to list your physical street address within your account profile, but please be sure to indicate the city and state where your business resides.
- While your jobs may be remote, our students/alumni need to know the location of the business for general knowledge and tax purposes.
- For security and liability reasons, we do NOT allow postings for jobs whereby our students/alumni would enter or work out of someone’s home, even for a home business.
- We will consider approving jobs where the individual would be asked to report to a public location such as a coffee shop or library or if the work may be completed remotely. **This information must be included within the posting so that students are aware before they apply.**

### 6. INTERNSHIP OPPORTUNITIES

(Please review our [Site Supervisor Internship Handbook](#))

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
  - a professional in the field with work experience and/or educational training
  - genuinely interested in teaching a student about the career
  - available and willing to spend time supervising and mentoring a student
  - primarily motivated to benefit the student rather than the organization
- Indicate if the internship will be paid (at or above minimum wage) or unpaid.

*We will not post an unpaid internship requiring more than 15 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

**If you are looking to post a remote or virtual internship opportunity, please review our [virtual internship policy](#).**

#### **7. SUMMER CAMP AND MINISTRY OPPORTUNITIES**

- Employers posting summer camp or ministry jobs must provide the seasonal or temporary timeframe of the position, as well as the expected number of hours to be worked within the posting so that students are aware before applying.
- Should the position be posted as part-time, the employer must also follow the additional requirements of part-time job postings as stated in #3 above. We also encourage employers to incorporate summer, seasonal, or temporary within the job title to make it easier for students to search for such opportunities; otherwise, they will get buried among full-time jobs intended for after graduation, etc.

**THE CAREER CENTER RESERVES THE RIGHT TO REFUSE TO POST POSITIONS** The Career Center and all employers they represent are expected to abide by the "[Principles for Ethical Professional Practice](#)" as published by the [National Association of Colleges & Employers](#) (NACE).