

Employer Terms and Conditions

All employment opportunity advertisements and recruiting activities advertised through Columbus State Community College Career Services must comply with existing federal and state regulations concerning equal employment opportunities and affirmative action.

Career Services uses the CSM portal to advertise employment opportunities to Columbus State students and alumni and support on-campus recruitment activities.

We reserve the right to limit or cancel an employer's recruitment activities if they are not conducive to a beneficial and positive student employment experience.

CSCC/Career Services requires all employers to provide the following information in order to post a job opportunity. Failure to do so may result in the job posting not being accepted:

- name of organization with full mailing address and phone number
- full name of contact person with phone number and email address
- An adequate description of the nature of the position being offered and the type of job (e.g., full time permanent, contract, co-op, summer, etc.)
- 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 employment opportunities will be accepted.

CSCC/Career Services will not accept the following types of employment:

- commission only employment
- Employers that are in non-compliance with State and Federal minimum wage laws
- independent contracting arrangements (self-employment)
- work involving unpaid or reduced pay for training (with the exception of volunteer organizations)
- work involving credit in lieu of pay
- any work which requires the purchase of a service or product, or requires a certified deposit or similar as a condition of employment
- employment contracts or franchise contracts which charge a fee (i.e.: certification fee, licensing fee, equipment purchase, initial investment in a company)
- work involving pyramid-type or multi-level marketing organizations
- employment that would involve the work to take place at the private residence of the employer (i.e.: caregiver, tutor, landscaping, care attendant)

CSCC/Career Services prohibits the following recruitment strategies on campus:

- entering classrooms or lecture halls during a scheduled class, tutorial or lab to promote employment opportunities and/or distribute employment materials
- using common internal and external areas on campus such as waiting areas, lobbies, alcoves, break rooms, entrances, library, or eating areas to conduct impromptu recruiting activities
- posting and/or displaying employment jobs/promotional materials in unauthorized areas

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CSCC/Career Services provides employers with recruitment services and resources to support their recruitment efforts on campus. Information on these resources is available on our website <http://www.csccl.edu/services/careers/>. All employers and professional groups/associations are required to contact Career Services to discuss recruitment strategies available to them prior to visiting or engaging with Columbus State students.

Please work within the framework outlined on our website to recruit and promote your employment opportunities/organization on campus. Any recruitment strategy practiced on campus without our knowledge or permission, and/or that are not affiliated with our recruitment services will result in discontinued use of our services.

CSCC/Career Services reserves the right to remove or refuse any employer conducting recruitment on campus or job postings where:

- non-compliance with these terms and conditions has occurred
- incorrect or misleading information has been provided
- there are founded complaints from students or college personnel regarding unethical recruitment practices
- the employment opportunity is considered by Career Services to not represent a viable work opportunity for the students
- the behavior or conduct of an employer in their involvement with the college represents unethical recruitment conduct and/or is deemed contrary to Career Services policies and practices

CSCC/Career Services will not be liable to employers with respect to any loss or damage which may have resulted directly or indirectly in regard to the services supplied by the Career Services Department.

All submitted job postings are processed Monday to Friday between 8:30 a.m. to 4:30 p.m. except for holidays. All job postings require a 48 to 72 hour posting time frame.

Employers who obtain the contact or personal information of Columbus State students and alumni are expected to protect the privacy of those individuals and their personal information. Employers should not disclose contact or personal information of Columbus State students and alumni to other parties without the proper approvals.

Employers utilizing the services provided by Career Services must abide by these Terms and Conditions. Career Services reserves the right to refuse any person or organization use of this service.

CSCC/Career Services Web site Disclaimer

Career Services makes every effort to ensure that the information contained in its web site and printed materials is accurate. Links from our web site to internal pages and/or external web sites are believed to be relevant and up-to-date. We do not accept responsibility for information contained on external web sites. Links on our web site should not suggest that Career Services promotes or endorses any third party's causes, ideas, web content, products or services. Career Services reserves the right to deny or withdraw any external link.