Guidelines for Posting & Recruiting

Job Posting and On-Campus Recruiting

Saint Paul College’s Career Services allows employers to post information about current job and internship listings. Saint Paul College reserves the right to decline requests that are deemed inappropriate or predatory.

Posting Positions: Posting will remain for the stated timeframe employers have set (usually not more than 60 days). Once a posting expires, it is the responsibility of the employer to repost it. We reserve the right to refuse individual postings.

Saint Paul College’s Career Services will not post a position if:

- The employment opportunity involves on-campus solicitation or on-campus sales
- The job seeker is required to purchase, rent, or obtain any type of sales kit, presentation supplies or contact list
- The job seeker is not a direct employee of the organization, including direct marketing and multi-level marketing
- The job seeker is required to obtain a line of credit, or accept checks or packages by mail
- The employment or internship opportunity is contingent upon the job seeker paying a fee for employment or placement services
- The position is for a home-based business or resides in a private residence unless overseen by an approved agency
- The position is virtual/online or requires the job seeker to use their own computer, equipment or supplies
- There is not enough information provided in the posting to verify that the organization is an established company
- The posting is for advertisements for competitions or contests
- Commission-only postings will be evaluated on a case by case basis

Saint Paul College’s Career Services asks that Employers:

- Maintain confidentiality of student information, regardless of source, including job board database
- Comply with National Association of Colleges and Employers Principles for Ethical Professional Practice (NACEweb.org/principles/#employment)
- Comply with EEO and Affirmative Action principles in recruiting activities

Internships: Saint Paul College will post internship opportunities that:

- Consist of structured learning experiences with outlined responsibilities, regular supervision and an evaluation process
- Responsibilities relate directly to the students major or career interests
- Paid internships must adhere to the guidelines for Posting Positions listed above
- Unpaid internships must adhere to the U.S Department of Labor guidelines as presented at https://www.dol.gov/whd/regs/compliance/whdfs71.pdf
- Are coordinated through the appropriate program faculty if academic credit is offered

Third party recruiters are allowed to post positions if the agency agrees to:

- Provide to Saint Paul College’s Career Services staff, if requested, the contact information for the organization for which the third party is providing recruiting services
- State that it is recruiting for a third party
- State that it will not charge any fees to students or alumni
- Not disclose job seeker’s information to other employers/organizations without obtaining prior written consent from the job seeker

Saint Paul College shall not be responsible to anyone who posts, accesses, or uses the job board https://www.collegecentral.com/saintpaul/ for any direct/indirect harm, damage, or loss incurred in connection with such use. Saint Paul College does not claim any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using the online system to post, retrieve information, or engage in employment activities, the user agrees to the above terms and disclaimer of Saint Paul College liability.

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