Centralized Student Job Placement Policy

Section: II: Student Affairs
Chapter: 8
Date Updated: March 13, 2015

8.1 General Provisions

To insure the provision of equal opportunity for all students who seek employment, the University regulates the administration of employment recruitment activity (i.e. resume referrals, information sessions and tables, job listings, interviews, and career fairs) for students through the University Career Center.

8.2 Registration of Employers

8.2.1 Employers who wish to recruit University students must register with the University Career Center and abide by the policies, rules and regulations governing the recruitment of students on University property. Employers who fail to do so may be barred from conducting future recruitment activity on University property.

8.2.2 All employer student recruitment activity shall be coordinated through the University Career Center. The University Career Center may assist employers in identifying qualified student candidates using non-discriminatory criteria.

8.3 Scheduling Recruitment Activity

Employers must conduct interviews and other student recruitment activities on University property in facilities designated by the University Career Center or other such locations as may be previously approved by the Director of University Career Center.

8.4 Student Participation in Recruitment Activities

Students who wish to connect with employers for employment purposes, including internships, part-time jobs, work-study, and professional employment opportunities coordinated by the University Career Center must activate their University Career Center account.
8.5 Faculty and Staff Responsibilities

University faculty and staff interacting with individuals or organizations that have job opportunities to share with University students should refer these individuals or organizations to the University Career Center.