



**CITATION REFERENCE**

**Official Title:** Posting of Off-Campus Jobs  
**Abbreviated Title:** Off-Campus Jobs  
**Volume:** CCGA Policies  
**Responsible Office:** Career Services  
**Originally Issued:** September 8, 2011  
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**Revised:**

**Policy: Electronic Posting of Off-Campus Jobs**

**Policy Statement**

Career Services shall provide students and alumni access to off-campus job announcements that are accurate, appropriate, and compliant with local, state, and federal employment laws.

**Reason for Policy**

The purpose of this policy is to clarify which off-campus job announcements are acceptable for distribution to students and alumni.

**Entities Affected By This Policy**

All employers/recruiters, staffing agencies, third-party recruiters, community members, students, and alumni are covered by this policy.

**Who Should Read This Policy**

All employers/recruiters, staffing agencies, third-party recruiters, community members, faculty, staff, students, and alumni should be familiar with this policy.

**Contacts**

Contact	Phone	E-Mail
Coordinator of Career Services	(912) 279-5717	<a href="mailto:careerservices@ccga.edu">careerservices@ccga.edu</a>

**Website Address for This Policy**

[http://www.ccgga.edu/uploaded/Student\\_Affairs/CareerServices/files/ElectronicPostingOffCampusJobsPolicy.pdf](http://www.ccgga.edu/uploaded/Student_Affairs/CareerServices/files/ElectronicPostingOffCampusJobsPolicy.pdf)

**Related Documents/Resources**

- [The Fair Labor Standards Act \(FLSA\)](#)

- [National Association of Colleges & Employers \(NACE\) Principles for Employment Professionals](#)
- [National Association of Colleges & Employers \(NACE\) Principles for Third-Party Recruiters](#)
- [Laws Enforced by the Equal Employment Opportunity Commission \(EEOC\)](#)
- Posting of Materials Policy

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Third-Party Recruiters:** According to the National Association of Colleges and Employers (NACE), third-party recruiters are "agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs."
- **Coastal CareerLink:** The College's online Career Services Manager (CSM) that allows employers/recruiters to create and post job announcements.
- **Multi-level Marketing Positions:** Sales positions that are compensated for direct sales and for the sales of people they recruit.

## Overview

All announcements for off-campus jobs must be approved by Career Services before they may be posted.

### I. Job Posting Procedures

Career Services requires that all off-campus job announcements be created in Coastal CareerLink; no off-campus job may be posted without having been approved by Career Services. Employers, staffing agencies, and third-party recruiters must contact Career Services to establish an account. In the event Coastal CareerLink is unavailable, employers, staffing agencies, and third-party recruiters are expected to submit job announcements, via email, utilizing the format listed below. Career Services reserves the right to refuse, edit, or delete any job announcement at any time.

## II. **Job Announcement Format**

All job announcements must be formatted as follows or they will be rejected. Third-party recruiters must include the employer's name for which they are recruiting in the "Job Description" box or the job announcement will be rejected.

a. Coastal CareerLink Format. The following information is required to create job announcements in Coastal CareerLink:

- Opening Date
- Who May Be Considered?
- Class Level
- Degree Level
- Desired Major(s)
- Job Type
- Job Location
- Job Title
- Job Description
- Job Qualifications
- Travel Percentage
- Approximate Hours Per Week
- Pay
- Employer's EEO/Affirmative Action Statement
- Closing Date
- Resume Receipt

- Additional Documents

b. Email Format. In the event Coastal CareerLink is unavailable, off-campus job announcements may be emailed to Career Services on form JA-S11.1. Job announcements sent in any other format will be rejected.

### III. **Job Announcement Requirements**

The following are required:

- Employers, staffing agencies, and third-party recruiters must comply with the Fair Labor Standards Act (FLSA)
- Employers and staffing agencies must comply with the National Association of Colleges and Employers (NACE) Principles for Employment Professionals
- Third-party recruiters must comply with the National Association of Colleges and Employers (NACE) Principles for Third-Party Recruiters
- Job announcements must be for actual, current positions
- Job announcements must include the employer's EEO and Affirmative Action statements
- Student/alumni information is to be kept confidential and used only for recruitment purposes; such information may not be shared or used for any other reason

### IV. **Prohibited Job Announcements**

Job announcements featuring the following will be rejected upon receipt:

- Job announcements that are false, inaccurate, or misleading
- Any position that violates the Fair Labor Standards Act (FLSA) and/or laws enforced by the Equal Employment Opportunity Commission (EEOC)
- Any position requiring a fee or investment prior to employment
- Any position paying 100% commission

- Multi-level marketing positions
- Any position hosted at a residential address
- Any position Career Services deems inappropriate

**V. Posting of Other Materials**

This policy is solely intended to address the issue of off-campus job postings at the College. For guidance regarding posting other materials to fixtures around campus, such as those used to advertise programs, events, and services of interest to the College community, please refer to the College’s Posting of Materials policy, located at <http://www2.ccca.edu/Policy/StudentAffairsPolicies.asp>.

**Responsibilities**

The responsibilities each party has in connection with this policy on posting of off-campus jobs are:

Party	Responsibility
Career Services	Ensure compliance with this policy.

**Forms**

JA-S11.1

**Appendices**

N/A