

The Grayson College (GC) Career Center aids employers in accordance with the Principles for Ethical Professional Practice for Career Service Professionals outlined by the National Association of Colleges and Employers (NACE). The GC Career Center expects employers to follow the Principles for Ethical Professional Practice for

Employers: <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

Employers are not encouraged to leave a posting active for a long period of time (60 days) per Lightcast's software policy. Once a posting expires, it is the responsibility of the employer to repost it. The posted job must clearly indicate the employing organization name, complete company description, mailing address, telephone number, and have an official company website. The posted job must have a contact name, telephone number and valid email address. The preferred email address should be reflective of the company and not a personal email (Gmail/Yahoo/Hotmail or other) unless the company uses such email services.

In compliance with the Department of Justice's rulings regarding citizenship discrimination and best practices for online job postings, the GC Career Center does no screening of candidates or verification of work authorization. Employers may include employment eligibility information in their job descriptions as a point of information for potential candidates so that the candidates may self-screen. The Career Center reserves the right to modify or remove any statements or job postings that include any potentially illegal or discriminatory language. Registrations that are false, inaccurate, or misleading will not be approved.

The following job types are not permitted:

- "Pyramid" or multi-level marketing structures, requiring or encouraging the recruitment of others to sell products or services;
- Jobs requiring candidates to purchase or rent any type of sales kit or presentation supplies;
- Jobs requiring the candidate to pay a participation or training fee;
- Jobs requiring on-campus solicitations, sales, or posting of materials, products, or services;
- Non-paid internships offered by a for-profit company;
- 100% commission positions;
- Jobs that violate the Fair Labor Standards Act (FLSA) and/or laws enforced by the Equal Employment Opportunity Commission (EEOC);
- Contract positions paid via 1099 arrangements where the employee is an independent contractor;
- Private individuals or families seeking in-home, home-based, or personal services (e.g., babysitting, elder care, tutoring);
- Individuals and organizations seeking volunteers;
- Entrepreneurship opportunities as jobs;
- Jobs for political campaigns;
- Volunteer positions that are posted under the guise of being internships

The Career Center reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students, the Career Center, the College, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.

Grayson College is an equal opportunity institution providing educational and employment opportunities on the basis of merit and without discrimination because of race, creed, color, religion, gender, age, national origin, or disability.