

The Assumption University Career Development & Internship Center (CDIC) builds and maintains relationships with employers to connect students to internship and full-time job opportunities. CDIC manages an online job-board, Handshake, offering free job and internship posting, and provides opportunities for employers to connect with student through the On-Campus Recruiting (OCR) Program. Recruiting opportunities and our job board can be accessed through [Handshake](#).

Employers who recruit at Assumption University, including, but not limited to, posting jobs on Handshake and participating in career fairs and/or the OCR Program must agree to the following policies.

1. Organizations and their representatives will abide by all local, federal, and state laws.
2. Organizations and their representatives will maintain equal employment opportunity (EEO) compliance. Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, marital status, veteran status or disability, as well as other classifications protected by applicable state or local laws.
3. This mission of each employer and the job itself will not conflict with the [University's Mission](#).
4. Organizations and their representatives will post only opportunities that require college-educated candidates.
5. All posted internships will meet the NACE [definition and guidelines for internships](#)
6. Employment conditions will not require candidates to pay a fee, purchase supplies, invest money, or solicit products/services on campus.
7. Employers will have available positions or anticipate the likelihood of positions to become available.
8. Third-party recruiters as defined by NACE's [Principles for Ethical Professional Practice](#) will not participate in career fairs, campus interviews or any other on-campus recruiting event.
9. Third-party recruiters will disclose the name of employer it represents to the CDIC for each job posting submitted for approval. These "recruiters will disclose to students the names(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed."
10. Third-party recruiters that charge fees to students will not be permitted to post jobs.
11. Assumption University Career Development and Internship Center will not promote any events where alcohol is served, such as but not limited to presentations, interview sessions, and employer sponsored events on and off campus.
12. Organizations that choose to participate in the OCR Program are encouraged to follow our guidelines regarding offers and acceptances.
 - a. Students who receive offers will be given two weeks to consider an offer.
 - b. Employers will communicate interview decisions to students within a reasonable timeframe.
13. Employers offering commission-only internship/job opportunities are not permitted to participate in the OCR program.
14. Recruiting for door to door sales positions are not permitted through the job board, OCR or campus recruiting events.
15. The Assumption University Career Development & Internship Center will not accept or post positions related, directly or indirectly, to the use or distribution of recreational or medical marijuana. Employers seeking to recruit for such positions on the Assumption University campus will be asked to immediately leave the campus. Under federal law, the use of marijuana is illegal. Assumption University receives federal funds, including student

financial aid. The University does not want to put in jeopardy these student funds and therefore will comply with federal law.

16. Assumption University Career Development & Internship Center will not advertise jobs or internships for research positions using embryonic stem cells due to the Catholic Church's opposition of the use of embryonic stem cells in research. The complete policy can be viewed [here](#).

In addition to the guidelines outlined above, all organizations and their representatives who recruit at the University must abide by the National Association of Colleges and Employers (NACE) [Principles for Ethical Professional Practice](#).