



Job Posting Policies

- Organizations must be deemed legitimate with verifiable business name, physical address, email address, phone number, website, and provide the name of a contact that can be reached. Start-ups and new organizations will be evaluated on a case-by-case basis. Non-profits must be registered as such. Jobs are not posted for in-home positions unless that position is organized and supervised by a legitimate business such as a home health care company.
- Career Development will not post positions that require students to advertise to, solicit and/or recruit other students. This includes campus ambassador and brand ambassador positions.
- Positions may be part-time, internship, summer jobs or full-time jobs. If full-time, the position needs to state that a college degree is “highly preferred” or “required.”
- Internship should have no more than 10% of the position as clerical.
- Employers must comply with the National Association of Colleges & Employers (NACE) Principles for Ethical Professional Practice. <https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>
- Kentucky Wesleyan College reserves the right to determine the means of dissemination to use for each position submitted.
- Kentucky Wesleyan asks that employers keep in mind that our students are students first. We ask you to be clear with your expectations and flexible with scheduling if possible when hiring for part-time positions.

The following will **not** be granted access:

- Organizations charging a fee (other than professional licensure) for any service or listing.
- Franchising opportunities.
- Commission-only opportunities.
- Any 1099 opportunities.
- Multi-level marketing (MLM) organizations.

Third-Party Recruiters

Career Services may provide direct assistance to third-party recruiters under the following definition and guidelines:

- National Association of Colleges and Employers’ defines third-party recruiters and organizations as: “...agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.” Charges no fees to the applicants.
- Reveals to Career Services the identity of the employer being represented and the nature of the relationships between the agency and the employer and permits verification of this information by contacting the named client.
- Provides a position description for valid requisitions and guarantees not to submit a student as an applicant for any position not approved by the student.

Non-Discrimination Policy

Kentucky Wesleyan College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, color, religion, gender, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.