Belmont University Career Development – Job/Internship Posting Policy

Thank you for sharing your employment opportunities with our students. Job postings are approved by staff before being visible to students. These job post policies exist to ensure that students are receiving accurate information from employers which, in turn, increases interest in approved job postings.

Please be sure that **ALL** postings:
- Are for a specific role (i.e., no generic postings that refer to public job boards)
- Are appropriately titled and do not use the job title to market (e.g., do not post "Great with kids" for a teaching position)
- Thoroughly describe the responsibilities and qualifications of the role
- Provide an approximate salary OR clearly-stated compensation structure
- List a contact with a working email address
- Are located within the United States (unless with a U.S. based company)
- Include clear application instructions

The following postings are **PROHIBITED**:
- Unpaid jobs or volunteer opportunities
- Full-time positions that do not require degree or that are unrelated to Belmont degree programs
- Positions located outside of the US (unless with a U.S. based company)
    - Belmont University uses CareerShift to share international employment opportunities with students.
- Positions requiring applicant or employee purchase, fee, fundraise for salary, or donation
- In-Home Services at private residence not affiliated with external provider
- Opportunities based on "pyramid" or "multi-level" networking structure

Third Party Recruiters
Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice. Any posts from third-party recruiters must be specific to a client opening and must not be a generic post.

Internships
Employers are responsible for making sure their internship program adheres to the standards laid out by the Fair Labor Standards Act. While internships vary widely from employer to employer, internships posted on Handshake must meet the following:
- **Internships at For-Profit Companies**
    - Must be paid and/or eligible for academic credit.
        - If internship is paid, it can be posted at any time
        - If a student will NOT be paid, internship's application deadline must end on Belmont University's add/drop deadline (e.g., if company offers an unpaid Spring marketing internship for academic credit, the internship's application deadline must be January 19th since a student could not add an internship course beyond January 19th).
- **Internships at Non-Profit Organizations**
    - Can be posted at any time, but students must be enrolled in internship course by the semester add/drop deadline
- **Internships outside of Nashville, NYC, LA, and Washington, D.C.**

- o Permitted during 2020/2021 academic year due to virtual learning
- **Remote Internships are permitted**

NOTE**:** All of Belmont's students have the opportunity to earn academic credit through an internship course, but those courses may have additional internship requirements beyond those listed here.

Volunteer Opportunities
Volunteer and mission-specific opportunities are NOT to be posted to Handshake. Please use the GetConnected site to list opportunities at www.getconnected.belmont.edu .

Fellowships
Fellowships can be posted if they provide payment or a stipend.

Nanny, Caregiver, and Babysitter Positions
Nanny, caregiver, and babysitting positions for individual families are prohibited. Agencies seeking caregivers can post *one* position to drive applications to their site or app (e.g., an agency seeking babysitters or nannies for multiple families should post one position titled "Nanny/Babysitter" instead of one position for every family in need). These agencies or apps must describe their compensation structure and have a means to vet both students and families.

Best Practices
The following best practices will draw the most attention to your job postings:
- Allow applicants to apply through the Handshake system
- Keep application periods to ~60 days
- For internships, include the semester with the job title (e.g., "Marketing Intern – Summer 2021")

Handshake Help
The Office of Career & Professional Development is your partner in recruiting talent at Belmont, and we are happy to answer your Handshake questions. Handshake also provides an extensive employer help center here: https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer

By submitting a job opportunity to be listed by Belmont University, you agree to assume all risks associated with interviewing and/or hiring candidates. Belmont University does not screen nor guarantee the truthfulness, accuracy, or reliability of the information provided by students nor does the university endorse any prospective candidates. Because Belmont University is not involved in, and does not control, any transactions between employers and candidates, Belmont University is not responsible for candidate applications or the ability of candidates to fill job openings. Belmont University reservices the right in its sole discretion to remove job postings.

Office of Career & Professional Development Contact Information
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