



# SAINT JOSEPH'S UNIVERSITY

## Career Development Center

### **Saint Joseph's University Job Posting Policy**

The Saint Joseph's University Career Development Center (CDC) provides students and alumni and employers with a variety of resources and programs. Job listings included in the Handshake system and posted to Saint Joseph's University are evaluated by CDC staff using objective standards and posted at the discretion of the CDC. The CDC staff reserves the right to refuse to post any position or provide service to any employer whose policies and/or practices are found to be inconsistent with the mission of the University, or discriminate against applicants on the basis of race, color, religion, creed, age, national origin, disabled or veteran status, sexual orientation, disability, gender or any other classification prohibited by law or University policy.

Specifically, Prospective Employers must abide by Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in all educational programs and activities, including internships, clinical programs, and other similar courses of instruction. The prospective employers agree that, in the event it receives a complaint or other information from which it believes or has reason to believe that an SJU student has been a victim or perpetrator of discrimination or harassment, including but not limited to sex-based discrimination or harassment, it will investigate and promptly correct any such conduct. In addition, the Prospective Employer will immediately report the student complaint or alleged conduct to the University's Title IX Coordinator at (610) 660-1145. The Prospective Employer agrees to cooperate with SJU in its investigation of the allegations of discrimination or harassment, including providing access to all documents and witnesses involved in the alleged incident(s). The Prospective Employer understands that its failure to comply with this policy in all respects could lead to its exclusion from consideration for and/or participation in the SJU campus internship and clinical programs.

Posted positions must provide at least the minimum wage in the state in which the work is to be performed; positions indicated as "unpaid" will be evaluated based on criteria set forth by the U.S. Department of Labor. The CDC will not post job listings that require an initial monetary investment from the students; bank, social security or other such personal information at the time of application, or are professional positions that are based in a private home. All hiring and compensation decisions are handled directly between applicants and employers. If we do not hear from you, you are indicating your organization has the following policies or you are not required by law to have these policies in place: EOE, Sexual Harassment Policy, Drug Free Work Environment & Discrimination Policy.