

Xavier University provides an online job board, **eRecruiting**, for employers to post and market positions free of charge to current students and registered alumni.

Eligible employers are encouraged to [create an account](#) and post jobs in the eRecruiting system. By creating an account, organizations gain the ability to access resume books, review and accept applicants, manage interview schedules and communicate with candidates.

Although it is preferred that organizations post their own jobs to eRecruiting, not all organizations will be granted access. Third party/contract recruiters and organizations with positions not suitable for eRecruiting will not be given direct access (see posting policies). Organizations without direct access to eRecruiting are invited to submit vacancies through the [online job submission form](#). The Career Services Center will determine where and if a position should be posted based on the posting policies. If accepted, the posting will be live within 36 hours of receipt.

Organizations can further advertise position vacancies through the Xavier University newspaper, [The Newswire](#).

Vacancies submitted to the Xavier University eRecruiting system are screened by the Career Services Center for completeness, accuracy and appropriateness for XU students and alumni. Xavier University reserves the right to decline to post a position or refuse service if an organization has any unresolved investigations, complaints filed with the Better Business Bureau or for any reason as determined by the Career Services Center or Williams College of Business Professional Development Center. Employers who access student resumes for other than legitimate recruitment reasons will be blocked from further use.

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## POSTING POLICIES

Positions suitable for eRecruiting include **internship/co-op positions** and **full-time, degree required post graduate positions**. **On-campus positions** including those designated for students awarded **Federal Work Study** are also advertised in eRecruiting. Listed below are additional guidelines:

- Employers must be an equal opportunity employer and adhere to the [Principles for Professional Practice](#) created by the National Association of Colleges and Employers (NACE). It is our expectation that all employers requesting use of our services also observe NACE's [Reasonable Offer Deadline Guidelines](#).
- Paid positions posted on eRecruiting must pay at least minimum wage. Compensation may include housing, living expenses, stipends, tuition reimbursement and mileage to meet the minimum wage requirement.
- Commission-only compensation jobs will only be accepted for post-graduate positions.
- Xavier University highly recommends that employers provide wages for internship positions for a variety of reasons. Unpaid internships will be posted for exempt public sector employers or non-profit agencies only.
- Non-direct hiring employers (third-party or contract recruiters) may advertise only internal positions via eRecruiting.

## Positions that will not be posted in eRecruiting but are advertised in the Career Resource Library job binders within the Career Services Center:

- Unpaid internships (see exceptions above)
- Third party positions (see exception above)
- Babysitters/Nannies
- Housekeepers
- Lawn care/maintenance
- Seasonal/Part-time, off campus
- Tutors

## Positions that will not be posted:

- Multi-level marketing or other “start-your-own business” opportunities
- Part-time student positions and internships paid on a commission-only basis, require the student to participate in non-paid training or require the purchase of a sales kit or other materials as a condition of employment

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## INTERNSHIPS

Xavier requires hiring organizations to understand the laws pertaining to paid and unpaid (“volunteerships”) internship experiences as they relate to the [Department of Labor’s 6-factor test](#) and the **Fair Labor Standards Act (FLSA)**. These laws require an employer to pay an intern/trainee minimum wage in accordance with FLSA or applicable state minimum wage laws unless the primary benefit is with the student/trainee/intern.

Many academic departments at Xavier University offer credit-bearing courses for internship experiences. Academic departments determine all eligibility requirements, number of credit hours, etc. Employers and students should be referred to their internship coordinator or department chair to find out whether the internship does meet requirements for academic credit.

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## XU CONTACT INFORMATION

### Career Services Center

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### Williams College of Business Professional Development Center

Undergraduate  
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