



Job Posting Policy

Xavier University provides an online job board, [Hire-A-Muskie](#), for employers to post and market opportunities free of charge to current students and registered alumni.

Employers are encouraged to [create an account](#) and post jobs in the [Hire-A-Muskie](#) system. By creating an account, organizations gain the ability to access resume books, review and accept applicants, request information sessions and tables, manage interview schedules and communicate with candidates.

Positions suitable for Hire-A-Muskie include:

- ✓ **Full Time** – A Full Time position requiring a degree from a specific academic major(s)
- ✓ **Internship** – An Internship position for students with specific majors and skill sets. Unpaid internships will be posted for exempt public sector employers or non-profit agencies only.
- ✓ **Company Immersion Program** – A one-time program that introduces students to a company to meet representatives and tour facilities/office spaces.
- ✓ **On-Campus Student Employment – Federal Work Study:** Xavier University Offices (and other approved organizations) offering part-time, general service and labor positions that do not require students to have special knowledge in a particular academic area.
- ✓ **On-Campus Student Employment – Open to all students:** Xavier University Offices (and other approved organizations) offering part-time, general service and labor positions that require students to have special knowledge or skill base.
- ✓ **Part-Time/Temporary/Seasonal** – Local, off-campus, general service and labor positions. (Examples include: Retail, Food Service, Tutors, Babysitting)
- ✓ **Volunteer** – Service opportunities that ask students to volunteer on a one-time basis or long term commitment.

Listed below are additional guidelines:

- ✓ Employers must be an equal opportunity employer and adhere to the [Principles for Professional Practice](#) 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 Hire-A-Muskie 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 *Full Time 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.

Positions that will not be posted:

- ✓ Multi-level marketing or other “start-your-own business” opportunities.
- ✓ Part-time student positions, internships paid on a commission-only basis, positions which 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.
- ✓ Opportunities outside of the United States of America.

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

Vacancies submitted to the Xavier University Hire-A-Muskie system are screened by the Career Development Office 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, are not in alignment with Xavier’s values or for any reason as determined by the Career Development Office. Employers who access student resumes for reasons other than legitimate recruitment will be blocked from further use. The Career Development Office will determine where and if a position should be posted based on the posting policies. If accepted, the posting will be live within 3 business days of receipt.

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. **The award of academic credit does not waive the minimum wage requirement** (see FLSA link above).

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