

# Posting Employment Opportunities

## Employer Terms and Conditions

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All employment opportunities and recruiting activities advertised through the Office of Career Development of Chattahoochee Technical College, must comply with existing federal, state, and local employment laws including EEOC laws and affirmative action.

Office of Career Development of Chattahoochee Technical College uses a CSM (Career Services Management) online portal to advertise employment and internship opportunities as well as support on-campus recruitment activities for CTC students and alumni.

The following information is required to post a job vacancy. Failure to do so may result in the job posting not being accepted:

- Organization Name, mailing address, phone number
- Full name of contact person with e-mail address
- Job title with adequate description of the position being offered
- Type of job (full-time, part-time, experiential learning (academic-credit, non-academic credit))
- Recruitment agencies and third party recruiters must provide the name of the organization for which they are hiring. This information will not be disclosed on the job posting

***Only genuine employment opportunities will be accepted.***

Office of Career Development of Chattahoochee Technical College **will not accept** the following types of employment:

- Commission only employment
- Independent contracting arrangements (self-employment)
- Work involving unpaid or reduced pay for training (with the exception of volunteer organizations)
- Work involving credit in lieu of pay
- Any work which requires the purchase of a service or product, or requires a certified deposit or similar as a condition of employment
- Employment contracts or franchise contracts which charge a fee (i.e.: certification fee, licensing fee, equipment purchase, initial investment in a company)
- Work involving pyramid-type or multi-level marketing organizations
- Employment that would involve the work to take place at the private residence of the employer (i.e.: caregiver, tutor, landscaping, care attendant)

All submitted job vacancies are processed Monday through Friday between 7:30 a.m. to 4:30 p.m. except for holidays. All job vacancies are viewable on [SwoopLink Career Services Connection](#) no later 72 business hours after submission.

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Office of Career Development of Chattahoochee Technical College **prohibits** the following recruitment strategies on campus:

- Using common internal and external areas on campus such as waiting areas, lobbies, alcoves, break rooms,
- Entrances, library, or eating areas to conduct impromptu recruiting activities
- Posting and/or displaying employment jobs/promotional materials in unauthorized areas

Office of Career Development of Chattahoochee Technical College provides employers with resources to support their recruitment efforts on campus. Information on these resources is available on our [website](#). All employers and professional groups/associations are required to contact the Office of Career Development to discuss recruitment strategies available to them prior to engaging or visiting with Chattahoochee Technical College students.

Please adhere to the process outlined on our website to recruit and promote your employment opportunities on campus. Unauthorized recruitment activities will result in discontinued use of our services.

Office of Career Development of Chattahoochee Technical College **reserves the right** to refuse any employer conducting recruitment on campus when:

- non-compliance with outlined terms and conditions has occurred
- incorrect or misleading information has been provided
- there are founded complaints from students, alumni or college personnel regarding unethical recruitment practices
- the employment opportunity is considered by Office of Career Development to not represent a viable work opportunity for the students and alumni
- the behavior or conduct of an employer in their involvement with the college represents unethical recruitment conduct and/or is deemed contrary to Office of Career Development policies and practices

### Office of Career Development of Chattahoochee Technical College Website Disclaimer

Office of Career Development of Chattahoochee Technical College makes every effort to ensure that the information contained on the official website and in printed materials is accurate. Links from our website to internal pages and/or external websites are believed to be relevant and up-to-date. We do not accept responsibility for information contained on external websites. Links on our website should not suggest that Office of Career Development promotes or endorses any third party's causes, ideas, web content, products or services. Office of Career Development reserves the right to deny or withdraw any external link.