**Career & Experiential Education Center**

**Job Posting Policy**

MountConnect is a free career management software system offered by Mount St. Joseph University’s Career & Experiential Education Center (CEEC). Powered by 12Twenty, it is designed to connect Mount students and alumni with employers. Organizations hoping to attract Mount students and alumni to their organizations may use this system to:

* Post job/internship/co-op positions
* Register for Career Fairs
* View CEEC events, and/or register to host an event
* Register for time to hold on-campus interviews (OCIs)
* And more!

We also often meet with employers who are interested in recruiting our students, so please do not hesitate to contact us! Call Lori at (513) 244-4888 to schedule a time with one of our staff.

**MountConnect Users:**

* Eligible Employers
* Current Undergraduate and Graduate students
* Mount alumni
* Mount faculty & staff

**Account and Job Posting Requests:**

To gain access to MountConnect, employers [must register](https://msj.12twenty.com/hire). Position descriptions can be submitted at the time of registration and will be officially posted once your account registration and posting request have been approved by the CEEC. Please note that not all organizations will be given access to MountConnect; only those who comply with our Job Posting Policy will be approved. Employer contacts who are granted access are asked to post their own requests to the system.

The following examples provide guidelines for what constitutes a suitable or non-suitable position on MountConnect.

**Types of Positions Suitable for Mount Connect:**

In general, the following positions will be approved:

* Co-ops/internships for current/continuing Undergraduate & Graduate students
***Note*:** Only students “approved for co-op” will be able to view co-op positions;
* Degree-required positions for alumni and soon-to-be graduates;
* Part-time positions for current Mount students & alumni.

**Prohibited MountConnect Job Postings**:

* Commission-only internships/co-op positions
* Any jobs requiring a fee or investment prior to employment or first paycheck
* Positions that pay cash
* Multi-level marketing positions (i.e., “start-your-own-business”)
* Positions that limit applications based on race, color, national origin, religion, sex, gender, orientation, age, disability, or other minority or protected status.
* Positions unrelated to our [Learning Outcomes](http://registrar.msj.edu/undergraduate-catalog/academic-information/learning-outcomes-performance-indicators). 🡪 **keep this addition?**

**Positions can also be physically posted to the job boards in the Career & Experiential Education Center on the Mount’s campus (Seton 120):**

* Positions advertised by third party recruiters (except internal positions; see above). All third party recruiters/contractual staff services are asked to abide by the [NACE Principles for Third Party Recruiters](http://www.naceweb.org/principles/).
* Work in private homes such as child care, nanny, maintenance (painting, yard work, etc.)
* Seasonal/Part-time, off-campus

**Additional Information:**

1. Employers recruiting Mount students and alumni are expected to adhere to:
* The National Associate of Colleges and Employers (NACE) [Principles for Professional Practice](http://www.naceweb.org/principles/)
* [U.S. Equal Opportunity Commission](https://www.eeoc.gov/employers/index.cfm) (EEOC)
1. Mount St. Joseph University expects that organizations understand the laws pertaining to paid and unpaid internships/co-ops including the [**Fair Labor Standards Act**](https://www.dol.gov/whd/flsa/) (FLSA) and the [**Department of Labor’s 6-Factor Test**](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf).
2. Employers are expected to maintain the confidentiality of student information, regardless of the source, including MountConnect.
3. The Career & Experiential Education Center does not perform background check on candidates applying for positions nor on employers posting job opportunities. Employers and candidates are encouraged to request reference information from each other as needed.
4. We reserve the right to reject or revoke an organization, contact, or job posting that violates the above-stated policies or does not reflect the mission and values of Mount St. Joseph University.