



MOUNT ST. JOSEPH
UNIVERSITY

Career & Experiential Education Center Job Posting Policy

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

- ✓ Post job/internship/co-op positions
- ✓ Register for career fairs
- ✓ View career center events
- ✓ Search for and communicate with applicants
- ✓ And more!

We are pleased to offer MountConnect, powered by CSO, free of charge to all users.

We often meet with employers who are interested in recruiting our students so please do not hesitate to contact us!

MountConnect Users:

- Eligible Employers
- Alumni
- Current Undergraduate and Graduate students

Account and Job Posting Requests:

To gain access to MountConnect, employers are [invited to register](#). Position descriptions can also be submitted at the time of registration and will be posted once your registration has been approved by the CEEC. Please note that not all organizations will be given access to MountConnect (see Job Posting Policies for details).

Employer contacts granted access are asked to post their own jobs to the system. Vacancies submitted will be screened by the CEEC. The Job Posting Policy provides examples of the types of positions suitable for MountConnect.

Types of Positions Suitable for Mount Connect:

In general, the following positions will be approved:

- Degree-required positions for alumni and soon-to-be graduates
- Co-ops/internships for current/continuing students. *Note:* Only students "approved for co-op" will be able to view co-op positions.
- Positions from third party organizations for internal positions only

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, age, disability, or other minority or protected status.

Positions posted to Career Resource Library (hard-copy) binder within 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](#).
- Work in private homes such as child care, nanny, maintenance (painting, yard work, etc.)
- Seasonal/Part-time, off-campus

Additional Information:

1. Employers recruiting MSJ students and alumni are expected to adhere to:
 - The National Associate of Colleges and Employers (NACE) [Principles for Professional Practice](#)
 - U.S. Equal Opportunity Commission (EEOC)
2. Mount St. Joseph University expects that organizations understand the laws pertaining to paid and unpaid internships/co-ops including the **Fair Labor Standards Act** (FLSA) and the [Department of Labor's 6-Factor Test](#).
3. Employers are expected to maintain the confidentiality of student information, regardless of the source, including MountConnect.
4. 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.
5. We reserve the right to reject or revoke an organization, contact, or job posting that violates these policies or does not reflect the mission and values of Mount St. Joseph University.