

Samford University

Disclaimer | Employers

The Career Development Center (CDC) serves as a clearinghouse of information for students and alumni regarding employment and internship opportunities. The CDC does not evaluate or assess potential employment opportunities for students or alumni. Students and alumni with interest in any potential employment posted on the CDC website or otherwise made known by or through the CDC are solely responsible for assessing the appropriateness of the opportunity, including any associated risks. Similarly, the CDC does not investigate or evaluate the qualifications, expertise or skills of students and alumni for any specific employment or for employment in general. The CDC Does not review or verify the information provide by students and alumni to potential employers. It is the responsibility of the employer to determine if the skills and qualifications of the applicants are adequate for any employment position.

Nondiscrimination Statement

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, Samford University does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the university, in its education, admission, and employment policies, programs, and activities. As a private religious institution, Samford University is exempt from certain laws and regulations concerning discrimination. Businesses and other employers that work with the CDC shall abide by these standards. The CDC may remove employment postings and otherwise decline to cooperate with employers who do not abide by these standards.

Disability Accommodations

Students, faculty, and employers are encouraged to participate in the activities offered through the resources of its office. If, due to a disability, an applicant requires a reasonable accommodation to utilize CDC services, she or he should contact the CDC at (205) 726-2980 to discuss appropriate measures.

Prohibited Posts

The CDC prohibits employment posts on the CDC website that violate applicable local, state, or federal laws or that are deemed by the CDC to be inappropriate due to content, the business of the employer, the qualifications requested by the employer, or other information that the CDC determines to be inconsistent with the mission, vision, and core values of Samford University.

Employer Access

Employers shall strictly comply with all CDC rules and procedures concerning job postings, including, without limitation, the NACE Principles for Professional Practice (link below). The Principles for Professional Practice prescribes the following foundational three precepts for the career services and employment profession:

- Maintain an open and free selection of employment opportunities in an atmosphere conducive to objective thought, where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts.

- Maintain fair and equitable recruiting and employment processes.
- Support informed and responsible decision making by candidates.

Third Party Recruiters

The CDC may offer job posting assistance to recruiting businesses and individual recruiters (e.g. employment, and search firms, contract recruiters, online job/resume referral services) subject to their compliance with the following:

- A recruiter will disclose to students and alumni the name(s) of the prospective employer(s) represented by the recruiter to whom student's personal or professional information will be disclosed.
- Upon request a recruiter shall provide the CDC information reasonably necessary to corroborate the authenticity of a published employment opportunity.
- The NACE Principles for Professional Practice. (see link below).

Network Marketing

The CDC may disallow participation by multi-level or pyramid marketing opportunities enterprises in CDC programs and activities. For more information about such businesses, see

<https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice>

Internships

Each prospective employer is solely responsible for determining if an internship opportunity should be paid or unpaid, as well as establishing the eligibility criteria for each such position. Information regarding unpaid internships may be accessed at (1) the U.S. Department of Labor Wage and Hour Division, Fair Labor Standards Act Fact Sheet #71 and (2) the NACE position statement on U.S. internships. Employers posting internships with the CDC shall verify that the internship satisfies applicable U.S. Department of Labor wage standards with the following acknowledgement: My organization complies with the Fair Labor Standards Act by either paying a fair wage, a legal stipend or satisfying the "primary beneficiary" test for an unpaid internship

Employers posting internships with the CDC shall verify that the internship satisfies applicable U.S. Department of Labor wage standards with the following acknowledgement: *My organization complies with the Fair Labor Standards Act either paying a fair wage, a legal stipend or satisfying the "primary beneficiary" test for an unpaid internship.*

Contact with Students or Alumni

Recruiters, businesses, and individuals offering employment/internship opportunities by or through the CDC shall contact only Samford University students or alumni who have expressed interest in an internship or employment position, or who have made their resumes and other personal information viewable by employers in Handshake. Failure to comply by the CDC's rules and procedures may result in the loss of on-campus recruiting privileges or other restrictions, as determined by the CDC.