



Employer Terms of Use for Recruiting on Campus

The MTSU Career Development Center provides a variety of recruiting options for employers to engage on campus including but not limited to formal and informal networking opportunities such as tabling, fairs, and mix and mingles. In addition, employers will be invited to meet with and help educate students via classroom and co-curricular engagements. Whether recruiting on campus or remotely through Lightning CareerLink, the terms of use still apply.

Employers recruiting through the Career Development Center and at MTSU should adhere to AA/EEO guidelines and the principles set forth by the National Association of Colleges and Employers (NACE) regarding professional standards and ethical conduct. Recruiting activities that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender will not be permitted.

Due to the increasing number of fraudulent positions, phishing scams, and questionable employment opportunities, the Career Development Center staff reviews every position and organization before posting to students and inviting on campus. Although we cannot guarantee the integrity of every position and organization, we take every effort to not only protect students, but also the reputations of our employers who are also victims of fraudulent activity.

Types of Positions Recruited for at MTSU:

- A. **Internship/Co-op** – employer supervised positions preparing students for a professional career track
- B. **Entry-level** - professional entry-level career path positions requiring a college degree
- C. **Student Employment** – non degree-required positions that are flexible around a student academic schedule, located in counties surrounding MTSU.
- D. **Experienced-** positions requiring a degree and more than 1 year of professional experience

Conditions for Recruiting:

- 1. Provide a physical, commercial address, valid URL, and a complete organization description. Freelance opportunities will be considered on a case-by-case basis.
- 2. There must be a physical, in-person supervisor.
- 3. Postings will include a clear and concise description of the available position.
- 4. Third party recruiters must disclose the hiring client name in the job description to be considered for approval. Third party recruiters must be recruiting for positions at their company at job fairs and must post their position in Lightning CareerLink prior to the event.
- 5. Must be serving in the best interest of students and alumni.

Types of Opportunities NOT Allowed

- 1. Multi-level marketing/sales; any business opportunity requiring an investment or charging a fee; or marketing to or soliciting business from MTSU students.
- 2. International employment, teach abroad, or study abroad opportunities.
- 3. Positions from other job boards or web sites.
- 4. Unpaid internships at for-profit organizations
- 5. Commission only internships.
- 6. Internships conducted virtually with no supervisor or mentor or appear to be self-directed.
- 7. Those identified as not in the best interests of our students

We reserve the right to refuse employers on an at-will basis.