



Employer Posting(s) and On-Campus Recruiting

The office of Dakota County Technical College (DCTC), Career and Transfer Resource Center (CTRC) provides a one-stop shop for employers to share employment and internship opportunities with students and alumni. Save time with this site which is accessed daily by potential applicants, we highly encourage its use.



We are excited to introduce our **Career Hub** (careerhub@minnstate.edu), your one-stop resource for posting job openings which will reach students and alumni on 13 Minnesota State community and technical college campuses primarily in the Twin Cities, along with St. Cloud, Fargo and Southern MN areas.

EMPLOYER ELIGIBILITY

Employers understand:

- accounts may be rejected if there is not sufficient evidence provided in the profile to verify that the organization is an established and legitimate company.
- network marketing, pyramid selling, referral marketing, or multi-level marketing employers or positions will not be approved.
- responsibility to maintain the confidentiality of student/alumni information, regardless of the source, including the DCTC College Central Network site.
- they are responsible for compliance with EEO and Affirmative Action principles in recruiting activities.

How it works

- **Click** on the link www.collegecentral.com/msch.
- **Click** on the “Employers” button.
- **Create an account** - For best results to verify company and position information and for students/alumni to search your company and positions, complete all information fields in addition to required information fields.
- **Don't forget to initial that you are an EOE employer.**

Our Consortium administrators personally approves all of our employer registrations on this site showing our students that you are a safe and secure means of employment and can be trusted. *Once you're approved, you can immediately start posting the available opportunities within your company for students and alumni to view and respond to.*

Our Consortium administrators reserve the right to decline requests that are deemed not the in the best interests of students or alumni of these 13 community and technical colleges.

Maximizing Our Recruitment Website's Impact:

This recruitment website offers the advantages for employers to maintain their postings. You have the option to leave the posting up as long as you like; however, we recommend not listing it for more than 30-45 days. If the position is not filled, it is easy to just extend your posting.

Jobs are listed in order that they expire – so if a posting doesn't expire for 6 months, students/alumni are going to have to follow to the bottom of all the postings to see it. If you post 30 or less days, your posting will be among the most viewed.

Thank you for your cooperation and for seeking DCTC students and alumni to fill your hiring needs.

651-423-8283 | CAREERSERVICES@DCTC.EDU

New & Existing Employers
WWW.COLLEGECENTRAL.COM/MSCH

DCTC is an affirmative action, equal opportunity employer and educator. This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.





Posting Positions

Posting will remain active for the stated timeframe employers have set (normally no more than 60 days). Once a posting expires, it is the responsibility of the employer to repost it. We reserve the right to refuse individual postings.

The position will not be posted if:

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The student is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies or to pay for training, classes or products such as insurance, as a condition of employment.
- The employment or internship opportunity is contingent upon the student paying a fee for employment or placement services.
- The posting is for a non-salaried commission-only position.
- There is not enough information provided in the posting to verify that the organization is an established company.
- The employment or internship opportunity does not include paid training.
- The posting is for advertisements for competitions or contests.
- The employment opportunity resides in a private residence and/or the main contact information in the posting relates to a personal email, phone and/or address. Only exception would include an arrangement through a service provider with approved employer status.
- The internship posting does not follow the U.S. Department of Labor's guidelines as determined by the Fair Labor Standards Act (see *Posting Internships* below).
- The company resides outside of Minnesota with virtual opportunities for students. These opportunities usually do not follow the U.S. Department of Labor's guidelines.
- The posting is for promotions not related directly to hiring for employment.
- We ask that postings intended for alumni require no more than five (5) years of work experience within the field.

Posting Internships

Our administrators will post internship opportunities that hold the following:

- **Internship** consists of structured learning experiences with outlined responsibilities, regular supervision and evaluation process. Outlined responsibilities should relate directly to the students major or career interests.
- **Paid internships** must adhere to the guidelines for Posting Positions listed above.
- **Credit bearing internships** are coordinated through the appropriate academic program faculty.
- **Unpaid internships** with for profit companies must adhere to the U.S. Department of Labor guidelines at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf> and/or National Council of Nonprofits guidance at <https://www.councilofnonprofits.org/tools-resources/interns-employee-or-volunteer>. Please review before posting.

Third Party Recruiters

Third party recruiters are welcomed to post positions for which they are actively recruiting on behalf of their clients.

- Positions may be full-time, part-time, temporary, or temp-to-hire and the status must be stated.
- Submissions in which the third party recruiter only promotes their services with the intent of creating a pipeline of future candidates will not be approved.
- The agency must state they are recruiting for a third party agency.
- The third party agency must state that it will not charge any fees to students or alumni in the job posting
- Not disclose job seeker's information to other employers/organizations without obtaining prior written consent from the job seeker

Our Minnesota State Colleges and Universities Career Hub, made up of 13 Consortium institutions via the College Central Network will not be responsible to anyone who posts, accesses, or uses the job board www.collegecentral.com/dctc for any direct/indirect harm, damage, or loss incurred in connection with such use. We cannot claim any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation. By using the online system to post, retrieve information, or engage in employment activities, the user agrees to the above terms and disclaimer of the Minnesota State Career Hub or DCTC College Central website.

