

## Lone Star College System Career Services Guidelines for Employers

The following guidelines apply to all employers offering part-time or full-time employment or internship opportunities for Lone Star College System students.

Requirements to post a position or participate in LSCS Career Services activities include:

1. The rate of pay is at least minimum wage unless it is commissioned based.
2. The employer provides the necessary information needed to post a job vacancy (organization name, products or services provided, compensation information, job description, organization literature, etc.) Full disclosure to Career Services and students is required. Positions not clearly stating job responsibilities/duties will not be posted.
3. Third Party Recruiters must be representing specific employers who have contracted with them, and will disclose to Career Services the names of the represented employers.
4. The employment opportunity may or may not require a college degree. Experiential education opportunities can be offered for any college student (i.e. internships and co-ops).
5. The employers provide information on students hired through Career Services postings, including names, rates of pay, hours worked per week, and beginning dates (as requested).
6. The position complies with federal and state affirmative action and equal employment opportunity regulations.
7. The employer abides by the "Principles for Professional Conduct for Career Services & Employment Professionals" as published by the National Association of Colleges and Employers.  
<http://www.nacweb.org/principles/annotated.htm>

LSCS Career Services will NOT post a position nor host for on-campus recruiting, career day or job fair if:

1. The employment opportunity involves on-campus solicitation, sales, or posting of materials, products or services.
2. The student/candidate must pay a fee to participate in a work experience or pay any type of fee for training. The student is required to purchase or rent any type of sales kit or presentation supplies (example: multilevel marketing).

Career Services will post off-campus employment vacancies for a maximum of sixty days. If no one has been hired at the end of the sixty days, Career Services may repost the position(s) at the employer's request for an additional sixty days.

Career Services professional personnel will investigate all complaints by students about job postings, employers, or work assignments and interview processes. If Career Services determines that a complaint is justified, the office may choose not to post positions for the employer involved. Career Services will notify the employer in writing of the decision.

Career Services reserves the right to refuse to list job openings or host any recruiting organization. Career Services and all employers they represent are expected to abide by the “Principles for Professional Conduct for Career Services & Employment Professionals” as published by the National Association of Colleges and Employers.

For third party recruiters, visit the guidelines as posted by the National Association of Colleges and Employers.

<http://www.nacweb.org/principles/annotated.htm>

For questions, please feel free to contact your respective LSCS Career Services office.

#### LSC-CyFair

Location: Barker Cypress Campus – Learning Center (LRNC), Room 111

Phone: 281.290.3260

Email: [cy-fair.counselingservices@lonestar.edu](mailto:cy-fair.counselingservices@lonestar.edu)

#### LSC-Kingwood

Location: Student Center/Fine Arts, SFA 120

Phone: 281.312.1465

Email: [tom.moyers@lonestar.edu](mailto:tom.moyers@lonestar.edu)

#### LSC-Montgomery

Location: Student Success Center, E101

Phone: 936.273.7221

Email: [michelle.c.haynes@lonestar.edu](mailto:michelle.c.haynes@lonestar.edu)

#### LSC-North Harris

Location: Center for Workforce Advancement and Placement, DTC 101

Phone: 281.618.7142

Email: [brian.v.dooley@lonestar.edu](mailto:brian.v.dooley@lonestar.edu)

#### LSC-Tomball

Location: South Hall, Room 114

Phone: 281.351.3383

Email: [sarah.y.david@lonestar.edu](mailto:sarah.y.david@lonestar.edu)