

**Vacancy Posting: Terms & Conditions for Employers and Recruiters**

The Career Development Centre in NUI Galway is a central point of contact for employers seeking to recruit NUI Galway students and graduates for full and part-time work, graduate vacancies, internships and also placements, which are integrated into academic programmes.

Our vacancy procedures and processes are informed by policies and position statements developed by our professional associations:

* Association of Higher Education Career Development Centre (AHECS)
* Association of Graduate Careers Advisory Services (UK and Ireland)

These Terms & Conditions also draw on general policies and legislation on good practice in promoting Equal Opportunities.

**Please note the following:**

* Organisation registrations and vacancy postings are reviewed for approval by a member of the Career Development Centre team before being posted to the Connect system. We aim to approve all vacancies within 48 hours of receiving them. Career Development Centre reserves the right to refuse, omit, alter, suspend, withdraw or otherwise deal with any vacancy posting at our absolute discretion and without explanation or liability to the employer or recruiter.
* We reserve the right to edit vacancy details and the right to not advertise a vacancy which we feel is not relevant or appropriate to NUI Galway students and graduates. (See below for more details on vacancies that what we accept and do not accept).
* We do not advertise courses (short or long term). However, fully funded scholarship details can be added.
* The contract of employment is between the student/graduate and the employer. The role of the NUI Galway Career Development Centre is limited to vacancy advertisement only. No applications for positions may be made through the NUI Galway Career Development Centre.
* The NUI Galway Career Development Centre reserves the right to withdraw vacancy system approval from any company or organisation who misrepresents themselves or the positions offered to NUI Galway students and graduates.
* For overseas agencies, at our discretion, we may add the following to job postings on the Student Portal:

***Note from NUI Galway Career Development Centre****: This information is provided in good faith. However,* ***it is essential to check all information at source****. We advise applicants to use their own judgement and conduct their own research when selecting potential opportunities. You should check with overseas employers/organisations for full details of your contract as well as all costs relating to the post or programme including flights, accommodation and other travel costs, visas, insurance, placement fees, etc. For working overseas, we would also recommend that you check the travel advice about the country or region on the Department of Foreign Affairs website.*

**Vacancy postings accepted:**

* Graduate level vacancies with an immediate start date
* Graduate level vacancies with a future start date (generally within the next 12 months)
* Vacancies suited to PhD students/graduates
* Vacancies suited to experienced candidates with industry experience
* Paid work experience and summer internships (excluding mandatory college placements as part of degree course – these are advertised to the specific courses through the Placement System)
* Vacation and part-time work
* Specific vacancies from recruitment agencies on behalf of a client company, where the name of the client company is released to the NUI Galway Career Development Centre. This information is for NUI Galway Quality Assurance purposes only - publication of this information on the Vacancy System is at the discretion of the recruitment agency. The recruitment agency must ensure that the information supplied by its client company is true and accurate. We will also check that the vacancy is not already listed with us directly by the employer concerned
* Unpaid internships with the following information clearly stated in the vacancy posting: - That the position is unpaid. - Whether or not expenses of any kind will be paid to the employee eg. travel expenses

**Vacancy postings not accepted:**

We reserve the right not to advertise vacancies or voluntary opportunities which in our sole opinion are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates. In particular, vacancies which:

* Have company information which is incomplete, eg nature of company, missing address
* Have misleading, incomplete or inaccurate job descriptions
* Promote or endorse illegal activity
* Are advertised by agencies (or similar third parties) and require the student to pay a fee in order to apply
* Require the student or graduate to be self-employed to take up the opportunity
* Require an up-front financial investment by the student/graduate, eg franchises
* Are partnership or equity only opportunities with set-up companies
* Are proprietary trading companies requiring graduates to pay desk fees or pay for training
* Are connected with a pyramid, multi-level marketing or similar style selling scheme
* Represent an undue health and/or safety risk to the student/graduate
* Are connected to the adult/sex industry, or are associated with adult content
* Involve students writing or sharing academically related material for use by other students
* Are placed by private individuals, particularly where the role provides care for others
* Appear not to meet the requirements of equality or other employment legislation (Irish vacancies).
* Do not meet Irish National Minimum Wage requirements (Irish vacancies)
* Are commission-only sales/marketing roles
* Pay 'in kind' rather than being salaried, eg gig tickets, vouchers and meals
* Are placed on behalf of tobacco companies
* Generic advertisements for recruitment agencies.
* Vacancies posted by Recruitment Agencies where client company details are not supplied to NUI Galway Career Development Centre
* Vacancies that are deemed unsuitable or irrelevant to NUI Galway students and graduates or those that may cause offense

 **Additional Requirements:**

* Employers must supply full contact details including a company-specific email address and link to a live company website, as well as a full job description.
* Employers must state clearly whether the position is paid or unpaid.
* Employers must state the closing date for applications.
* Where the NUI Galway Career Development Centre receives vacancies via email or post, they will be promoted in as far as possible to do so.
* The Career Development Centre reserves the right to edit vacancy adverts for purposes of:
	+ Brevity and clarity
	+ Equality legislation, where the Careers Service has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The Centre may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from Irish equal opportunities legislation

