



PCC Bruiser's Briefcase Posting Guidelines

Pitt Community College (PCC)'s online recruiting system, Bruiser's Briefcase, is an opportunity for employers to post full-time and part-time jobs and internships which will be viewable by current students and alums. The Career Services office will not share personal contact information unless prior permission has been granted.

You, the employer, agree to only use students' Personally Identifiable Information (PII) to contact them about posted employment opportunities. PCC will not be held liable for the misuse of students' PII, and legal action against the employer will be taken in such cases.

Posting Guidelines

1. All job postings must be for legitimate openings. No multi-level marketing jobs, door-to-door sales, home-based businesses, or "business opportunity" postings are allowed. These would include jobs which do not have set hourly wages or annual salaries but rather are only supplying information.
2. The job title, description and requirements must be included. Organizations must identify themselves and the location of the position(s) (i.e., NY-New York City, IL-Chicago, Nationwide).
3. Third party recruiters, search firms, employment consultants, and placement services must identify themselves as such and must not require a placement fee from the student. Adherence to the NACE Principles for Professional Conduct for Career Services and Employment Professional Conduct is required.
4. Experience levels expected must be listed, as well as specific desired talents.
5. A statement to the fact that the employer is an "Equal Opportunity Employer" must be included. No postings will be allowed for an employer who does not follow equal opportunity practices.
6. HTML is not allowed.
7. Only hyperlinks directing students and alums to the employer's website are allowed.
8. Contact information must be kept current and available to the Career Services staff along with additional contact data (address, phone, email).
9. It is the responsibility of the employer to cancel a posting if the job has been filled.
10. Jobs can be posted for up to 6 months and will be deactivated on the expiration date. You will be notified when the posting is about to expire and it is the responsibility of the employer to renew the posting, if desired, by changing the expiration date.
11. The PCC Career Services office reserves the right to determine if a posting is in violation of the guidelines. Postings that are in violation of our guidelines are subject to being removed immediately and without prior notice.

Internship Requirements

- Professional experience which relates to the student's major field or area of career interest
- At least 80% professional work
- Occupies at least one academic term (fall, spring, or summer)
- At least 10 weeks during spring or fall term, or 8 weeks in summer
- Full or part-time intern must work a minimum of 10 hours per week
- Requires continuous supervision by a professional in the field (not a student)
- Abides by the [United States Department of Labor FLSA Guidelines](#) as it relates to paid vs. unpaid internships.

By posting your job or internship, you agree that it is in compliance with our guidelines. We do not wish to censor the jobs being posted here, nor do we have the time to monitor every posting. In order to prevent abuse and to keep this system appropriate for our students who are people of all ages, ethnicities, religions, and nationalities, we reserve the right to remove any listings in violation of our guidelines that are brought to our attention. All job and internship postings are subject to approval. PCC Career Services reserves the final right to determine which postings are appropriate for inclusion in its databases.

Pitt Community College does not guarantee that its server will function error-free or uninterrupted.

By posting a job or internship in Bruiser's Briefcase, you agree to the following statement:

I agree that I will be solely responsible for the content of all listings that I post in Bruiser's Briefcase and that I will indemnify Pitt Community College and the Career Services office and hold it harmless for any losses or damages to myself or to others that may result directly or indirectly from any jobs or internships that I post here. I understand that if my listing violates the guidelines my listing will be deleted without prior notice.