



Bucks County Community College Employer Recruiting Opportunities & Guidelines

Bucks County Community College welcomes the opportunity to support your recruiting efforts. Our students' backgrounds range from fresh out of high school to experienced adults seeking additional training or changing careers. All courses of study at Bucks are designed to prepare our students to make substantial contributions in the workplace in addition to providing them with a solid liberal arts education. To learn more about our programs browse our college catalog at <http://www.bucks.edu/catalog/>

Employers are encouraged to register with the Career Services Center for the following:

- General Job Fairs as well as industry specific Job Fairs, such as Nursing/Allied Health and Non-Profit, which are offered free to employers throughout the year. The current Job Fair schedule and registration form can be found at <http://www.bucks.edu/student/career/events/>.
- Bucks County Community College's Online Job Board is a free online job posting service which allows employers to post open positions and enroll for invitations to recruiting events. To register, visit <https://bucks-csm.symplcity.com/employers/>. In addition, employers are encouraged to make their profile attractive to students by adding logos, pictures, and company information of interest, including links for YouTube and social media.
- Flyers or other literature to be distributed on our campuses should be addressed to the Bucks County Community College, Career Services at 275 Swamp Rd., Newtown, PA 18940 or emailed to ojb@bucks.edu.
- Employers may wish to schedule a time to recruit on campus in addition to participating in the Job Fairs. This is free of charge and can be scheduled through Career Services. The expectations are that Career Services will arrange a recruiting table and employers will engage students, who approach the table, for information about job opportunities. If these guidelines are not followed, future recruiting opportunities may be adversely affected.

Please note that per our recruiting policy, we cannot accept the following types of positions:

- Commission-based positions and/or door to door opportunities
- Adult entertainment service positions
- Any position that requires the student to pay a fee up front (exceptions made for county and municipal positions)
- International/overseas teaching opportunities
- Volunteer work and other non-paid positions are not permitted on the job board but may be advertised by contacting Career Services at (215) 968-8195 or at ojb@bucks.edu.

Career Services reserves the right to review all jobs postings prior to posting them on the job board and may reject postings according to the criteria above, or if we determine that the job posting is inappropriate for our students and alumni for other reasons. Please contact Career Services at (215) 968-8195 or email ojb@bucks.edu with any questions.

Bucks County Community College's Notice of Non Discrimination:

Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

All inquiries regarding the nondiscrimination policy shall be directed to the Executive Director, Human Resources & Equity Compliance Officer, Tyler Hall Room 130, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940, 215-968-8091(phone), 215-504-8506 (fax).