



Cardinal Career Link Vacancy Posting Guidelines

Career Center
(Lucina Hall Room 220)

Employment Vacancies on Cardinal Career Link

The Ball State University Career Center provides opportunities for employers to post part-time, seasonal, internship, and full-time positions on Cardinal Career Link. Employment vacancies reported directly to Ball State University are screened for completeness, accuracy, and appropriateness for Ball State students and alumni. The Career Center reviews postings based on the following criteria.

- Paid positions posted on Cardinal Career Link must pay at least minimum wage (\$7.25/hour). Compensation packages may include housing and living expenses to meet the minimum wage requirement.
- Position postings must represent current vacancies; “anticipated” position vacancies will not be accepted.
- Part-time student positions or internships that are commission-only, require the student to participate in nonpaid training, or require the purchase of a sales kit or other equipment as a condition of employment will not be posted.
- Personal service positions (e.g. nannies, baby sitters, housekeepers, lawn care jobs) offered by individuals will not be posted even if the position pays minimum wage.
- Positions for multi-level marketing firms or other “start-your-own-business” opportunities are not accepted.
- Positions from third-party recruiters and staffing firms are posted when those hired will be working for the staffing organization itself or the staffing organization is willing to include the employing organization's name in the description. Blind ads are never accepted nor are positions where candidates are charged a fee.

Full-Time Vacancies - The Career Center posts full-time vacancies for both graduating seniors and experienced alumni. Generally, only positions requiring a college degree (or at least two years of college training) are posted. Should you apply to a job listed on Cardinal Career Link, a member of our staff may contact you at a later date to see if you were interviewed and/or offered employment.

Part-time and Seasonal Vacancies - The Career Center posts part-time vacancies for students wanting to work while attending the university. We also post seasonal vacancies for holiday breaks and summer. Should you apply to a part-time job listed on Cardinal Career Link, a member of our staff may contact you at a later date to see if you were interviewed and offered employment.

Internship Vacancies

The Career Center is interested in working with all employers who have special opportunities for students to work in professional settings using the knowledge and skills they've acquired through academic study. Should you apply to an internship listed on Cardinal Career Link, a member of our staff may contact you at a later date to see if you were interviewed and offered a position.

Paid Internships - The Ball State Career Center highly recommends that you work in a paid internship. Paid interns benefit under the following conditions. You

- will have the right under the law to provide essential services,
- can work in a position where someone is normally paid wages, or
- work in a position that has historically been paid (former paid internships), or
- work in positions where other people are currently paid for the same or similar work.

Employers may offer minimum wage, stipends, tuition reimbursement, mileage, housing or any combination of compensation for internship work. As a paid intern, you are considered an employee of the hiring organization according to the Fair Labor Standards Act.

Unpaid Internships - The Career Center posts unpaid internships to better serve students with academic majors in professions and industries where unpaid opportunities are the custom. There are important differences that students and alumni should understand about the experience available in unpaid internships.

- Unpaid interns are not allowed to provide essential services or do the same work as paid employees; instead new or special project work must be provided by the employer.
- Unpaid interns cannot be provided housing, airfare, stipend or any other form of compensation.
- Unpaid opportunities may require specific majors and a transcript of your grades to apply.
- You should enroll in an academic internship course to ensure a quality internship experience with academic credit.
- Unpaid internship postings on Cardinal Career Link have been screened to meet university requirements but are not endorsed by the Career Center and should not be construed as a recommendation.

Review internship opportunities carefully. You must be accountable for all decisions related to application and acceptance for any internship, paid or unpaid.

For more information, contact the Career Center at (765) 285-1522.