

OWENS COMMUNITY COLLEGE

J.O.B.S Program



The J.O.B.S. Program reserves the right to refuse services to employers if any of the following guidelines are not met. These services include, but are not limited to, posting employment opportunities, resume referral, student placement, scheduling on-campus interviews and arranging on-campus visits to promote employment opportunities to Owens students.

J.O.B.S. Office Guidelines:

1. Employment opportunity may not involve on-campus solicitation including the posting of flyers or other information.
2. Upon request, we ask that the employer be in good standing or is able to provide written documentation with the Better Business Bureau.
3. The employer must provide all required information and job details needed to post a job.
4. Students are not permitted to pay a non-refundable application/administrative fee or purchase materials or products as a condition of employment.
5. Businesses operated out of a home or place of residence do not qualify to participate in the J.O.B.S. Program.
6. A minor may not submit a request for employment services.
7. Registered complaints about the employer by College administrators, faculty or students, will be grounds for discontinued partnership.*
8. The employer or position(s) being recruited for must be in line with the University's values or stated mission.

*NOTE: Complaints registered by College administrators, faculty or students about an employer or employment opportunity will be pursued by a professional staff member and a determination will be made regarding the eligibility of the employer for future services.