EMPLOYER REGISTRATIONS and JOB OR INTERNSHIP POSTING GUIDELINES

The Boston College Career Center invites employers to post job and internship positions to our students and alumni through [EagleLink](#), our career management tool.

Employers recruiting through the Boston College Career Center are expected to abide by and adhere to the National Association of Colleges and Employers (NACE) “Principles for Professional Practice for Career Services and Employment Professionals” and the US Department of Labor’s Wage and Hour Division regulations. In particular, please review [Fact Sheet #71](#) as it relates to Internship Programs under the Fair Labor Standards Act.

Please take a moment to review our guidelines listed below before creating your account and posting a job or internship. Thank you and we look forward to helping you reach your hiring goals.

**Requirements for Employer Registrations**

To be approved in EagleLink, registrations must include:

- Organization name
- Organization description; organizations that do not meet BC’s Catholic Jesuit values will not be approved. Please let us know if you have any questions in this regard.
- Contact full name (Please use a person’s name, not “campus recruiter” or “human resources”)
- Official organization business address AND email address; organizations that use residential home address for business OR that use personal email addresses or non-organizational email addresses such as Gmail, Hotmail, Yahoo etc. will not be immediately approved. Contact the Career Center if there are particular reasons for not using a company email address.
- Organization telephone number
- Organization website – An active website provides us with verification and a description of your organization and gives students/alumni an additional resource in researching a potential employer. Please note that a website that requires registration in order to enter or access or one that is not easily translated to English will not be approved.

**Requirements for Job & Internship Postings**

EagleLink is intended for job and internship positions that are appropriate for current students and recent alumni. As such, the following types of positions will NOT be approved:

- Incomplete, unclear, or overly brief job description
- Internships that do not provide a learning environment supported by supervision
- Positions that do not require a degree or seek candidates working towards a degree
- Email domain that does not match the organization’s website
- International admissions consulting or tutoring positions
- Positions or volunteer opportunities that require students to pay a fee for placement, travel or expenses, or make an investment prior to employment
- Commission only positions will not be approved if the opportunity does not meet the demands of Boston College students/graduates
- Placement agencies/organizations offering unspecified opportunities to teach abroad
- Third-party recruiters posting job opportunities on behalf of their clients unless the name of the client, their location, and the job title are clearly indicated in the posting

For the following types of opportunities, please visit [CollegeHelpers](#) or [Indeed](#) to post

- Campus marketing or brand ambassador
- Retail or customer service
- Babysitting, family tutoring or personal care

The Boston College Career Center reserves the right to accept or decline any job or internship posting.