Terms of Use for Employers

Third Party Staffing
CDS does not post positions from third party staffing agencies.

Upfront Costs or Required Activities
We will not post positions requiring students to pay special fees, purchase training materials, or participate in multi-level marketing as a preliminary condition of employment.

Accuracy of Job Description
Employers are responsible for ensuring that their job or internship description is an accurate reflection of the duties of the position.

Internships
Internships should involve work which is relevant to students' academic training. In addition, we do not post unpaid internships that are more than 20 hours per week.

If your internship is administrative or cold calling, the description must state clearly what percentage of the work will be of this nature. Please note we will not post internships that are primarily administrative or cold calling unless interns are paid at least minimum wage ($8.00/hr in New York State, as of December 31, 2013 according to US Dept. of Labor, Employment Standards Administration), or unless they are restructured to include a learning experience.

Unpaid internships must adhere to the U.S. Department of Labor’s guidelines. For more details, please refer to the U.S. Department of Labor website.

Please see Internship Opportunities section of the CDS website for more details. Also refer to the NACE Position Statement on U.S. Internships.

Discriminatory Practices
Federal laws prohibit job discrimination based on race, color, sex, national origin, religion, age, equal pay and disability. These guidelines are available from The U.S. Equal Employment Opportunity Commission. In addition, The New York City Human Rights Law prohibits discrimination based on gender (including gender identity and sexual harassment), sexual orientation, marital status, and partnership status. As part of CUNY, Hunter College also adheres to The City University of New York Non-Discrimination Policy, which "is committed to engendering values and implementing policies that will enhance respect for individuals and their cultures." CDS will not post positions which do not adhere to any of these non-discriminatory guidelines.

Safety
Employers will offer students a safe and appropriate work environment for students. A private home is not considered appropriate for internships, part time jobs, or full time jobs.

Harassment
Employers will not engage in sexual harassment as prohibited by the Policy Against Sexual Harassment of the City University of New York available here.
Payment of Wages
Employers will pay wages to students as agreed upon and as stipulated by the New York State Department of Labor.

*CDS reserves the right to make these decisions at its discretion. For more information regarding ethical employment practices, see the Principles for Employment Professionals guidelines from NACE (National Association of Colleges and Employers).*