



Job Posting Policies

All job listings are posted at the discretion of UCO Career Development Center. UCO Career Development Center abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines.

Job postings appearing to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, gender identity, disability, or gender will not be approved.

UCO Career Development Center also reserves the right to refuse to post jobs that do not support the interests of The University of Central Oklahoma.

The following job types will not be allowed:

- No compromising positions such as adult entertainment, escort services, presentation modeling, or similar activities
- No positions that pay for work in cash
- No jobs/internship that require out of pocket expense from the student (other than transportation)
- No jobs/internships that discriminate against designated groups
- No positions soliciting the donation of plasma, reproductive gamete, or other organ donation

Students and alumni of the University of Central Oklahoma utilize the Career Development Center's online recruitment system, HireBronchos, for professional employment or student hourly opportunities. The following policies have been put in place to ensure the eligibility of a company, organization, or individual:

- This position may NOT be located in a private residence or a home-based office (Ex: nanny, personal assistant, in-home tutor).
- The employment organization must have a payroll and human resources liaison to which the student employee may seek in the event of a workplace conflict or dispute.
- The position cannot be commission-only.
- The pay rate cannot be below the Oklahoma state minimum wage (calculated over any time scale such as hourly, weekly, bi-monthly, monthly or annual.)

For additional questions, please contact the Career Development Center at 405-974-3346.