

Career & Employment Hub Job & Internship Board Disclaimer

Disclaimers

The Career & Employment Hub (Hub) at the University of Southern Maine (USM) provides job posting and job-seeking services to students, alumni, and employers through the USM Job & Internship Board and through The Hub website. The Hub provides no guarantees regarding the opportunities listed on Job & Internship Board website, in print materials or other resources. The Hub at USM is not responsible for the wages, safety, working conditions, or other aspects of on- or off-campus employment opportunities posted on the Job & Internship Board website. It is the responsibility of students and alumni to take the necessary precautions when applying, interviewing and/or accepting part-time/full-time employment or internships.

For Student, Alumni, and Faculty

The Job & Internship Board database is provided by The Hub at USM. Users are responsible for reviewing the opportunities on a case-by-case basis and should use caution and common sense before applying for any opportunity. For example, no employer or prospective employer should require an applicant or employee to spend that person's own funds for any business reason or to deposit checks into personal bank accounts and then make withdrawals. Employment and internship application processes are the sole responsibility of the applicant. Employment is not guaranteed, implied, or warranted in any way by the University of Southern Maine or the employing organizations.

Note: The Hub at USM offers this site as a convenience to the University community. The University does not recommend or endorse any of the job opportunities or employers listed. The University has made no independent investigation of, and makes no representations, guarantees, or warranties regarding the safety, wages, working conditions, or other aspects of employment, including but not limited to, the accuracy or completeness of the information provided. It is the sole responsibility of the student or other users of this site to research and check out the integrity of the organization(s) to which they are applying. The University is not responsible for any liability or damage arising from the use of information on this site.

For Employers

The Hub at USM does not assure that anyone will fill your position, send their résumé to you, or contact you in any manner. Responses to any job posting should not be deemed as a warranty from The Hub of an applicant's fitness or credentials for employment. Accordingly, The Hub at USM expressly disclaims any liability in connection with any potential or actual employment, resulting from applicants' response to job postings.

Third Party

The Hub at USM provides links to Internet websites that are maintained by third parties. The Hub at USM has no control and is not responsible or liable for the content, products, services, or other materials on or made available through links to party websites. The opinions and views associated with the websites are not necessarily those of The Hub at USM. The Hub at USM shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use

of, or reliance on, any content, products, or services available on or through such sites. The Hub at USM permits links to content published on our web pages. However, any linking should not:

- Implicitly or explicitly suggest that The Hub at USM promotes or endorses any third party's causes, ideas, website content, products, or services; or
- Use the content for inappropriate purposes. The Hub at USM reserves the right to withdraw permission of any third party link.

Please forward any concerns regarding links and/or disabled links to usmcareers@maine.edu

Equal Employment Opportunity (EEO) Compliance

The Hub at USM adheres to applicable federal and state Labor and EEO laws, regulations, standards, and guidelines, and offer employment information without regard to race, color, religion, national origins, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, ancestry, source of income, or any other classes protected by local, state and federal law.

Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. Furthermore, in good faith, The Hub at USM works only with those employers who follow Labor and EEO laws and guidelines. The Hub at USM abides by the principles set forth by the National Association of Colleges and Employers (NACE). For additional information on prohibited EEO practices, please visit the EEOC's website at

<http://www.eeoc.gov/laws/practices/index.cfm> and the Department of Justice's website at

<http://www.justice.gov/crt/about/osc/>

Staffing firms are only allowed to participate in job fairs and on-campus recruitment activities if they are recruiting for their own staff positions or have been granted approval from other companies to recruit on their behalf.

Third-Party Staffing Firms

In accordance with the National Association of Colleges and Employers' (NACE) Principles for Professional Conduct for Career Services and Employment Professionals, third-party recruiters are defined as "agencies, organizations, or individuals recruiting candidates for temporary, part-time or time employment opportunities other than for their own needs." The Hub at USM provides these organizations with access to various recruitment networks with the following restrictions:

- Staffing firms are only allowed to participate in job fairs and on-campus recruitment activities if they are recruiting for their own staff positions or have been granted approval from other companies to recruit on their behalf.
- When posting a job on the Job & Internship Board, third-party recruiters should post all positions under their own organization or agency name, and must have a complete job description.
- No fees can be charged to the candidate.
- Third-party staffing personnel may not alter the quality, integrity or essence of The Hub at USM or adversely affect the reputation of the University of Southern Maine.

CONDITIONS

Third-Party Requirements:

Third-party recruiters will provide adequate security and encryption measures to protect the security and confidentiality of The Hub at USM; will ensure that The Hub at USM's website is not accessed or used by unauthorized person; will not reverse-engineer or decompile The Hub at USM website; will not make any modification, amendment, or adaptation to The Hub at USM website other; and shall promptly comply with reasonable instructions given by USM from time to time in connection with the use and operation of The Hub at USM website.

Third- party recruiters shall remain responsible for use of The Hub at USM's website by end users, and shall ensure that end users do not: use The Hub at USM's website other than in accordance with the terms of this Agreement; send a message or communication which is offensive, abusive, defamatory, obscene, menacing or illegal or breaches any third-party Intellectual Property Rights; cause annoyance, inconvenience or needless anxiety to, or breach the rights of any other person, or perform any illegal activity; introduce viruses, Trojans, worms, logic bombs or other material which is malicious or technologically harmful; gain unauthorized access to the server on which The Hub at USM is stored or any server, computer or database connected to USM.

By participating in these services, organizations agree that they will adhere to applicable federal and state EEO and Labor laws, regulations, standards, and guidelines, as well as the appropriate principles set forth by NACE. No fee will be charged to any candidate at any time. USM owns the entire right, title, and interest in and to The Hub at USM. Recruiters and third-party users will not disclose résumés or other applicant information under any circumstances to entities without the applicant's prior written consent. Recruiters and third-party users agree to maintain as confidential, and not to disclose confidential information to any third-party and not to use confidential information for any purpose other than that for which it is supplied under this Disclosure. To the fullest extent permitted by law, USM shall not be liable for any costs, expenses, loss or damage arising from use of The Hub at USM's website (except to the extent that such liability results from USM's negligence. The Hub at USM 's office staff reserves the right to discontinue services at any time with immediate effect upon students, alumni, and employers who have violated EEO, Labor, NACE, and UIC regulations and guidelines.