

CareerSpace Job Classifications and Standard Requirements

Job Classifications

- o Full-Time Entry Level: Full-time positions are defined as permanent positions, 40 hours per week; 0-2 years of work experience required; must be paid; Entry-level positions may not be approved if the area of study is not offered at the University.
- o Full-Time Experienced: Full-time positions are defined as permanent positions, 40 hours per week; 2+ years work experience required; must be paid.
- o Part-Time/Temporary: Positions defined as less than 40 hours per week and/or have an established end-date; all levels of work experience accepted; must be paid.
- o Internships: Defined as part-time work (4-16 hours weekly) under close supervision, with a distinct end date. Supervision is required so that the burden of mentorship and training falls on the organization. The focus must be on the student's learning experience. Please visit our website for more information about internship standards as well as the federal regulation, The Fair Labor Standards Act.

<http://seaver.pepperdine.edu/careercenter/internships/employers.htm>

CareerSpace Standard Requirements

**PLEASE NOTE: All positions—internships, part/temporary, full time entry-level, and full time experienced – must be posted separately.*

General Registration Guidelines to Note:

- Must adhere to Equal Opportunity guidelines.
- May not charge “up front” fee as a contingency for employment.
- Submissions cannot contain extensive errors (formatting, grammatical, etc.)
- Fellowships are not to be posted through CareerSpace.
- Volunteer positions are not to be posted through CareerSpace.
- Duplicate position posts will not be approved; if you have multiple openings, please indicate in the job description.
- Entry-level and Experienced positions may not be approved if area of study is not offered at Seaver College.

Specific Registration Form Guidelines to Note:

- Employer Contact must fully disclose contact information.
- Employer Contact must include first and last name.
- Must provide a clear and specific job/position title.
- Employer/Organization Description is REQUIRED.
- Industry field is REQUIRED.
- Website is REQUIRED.
- Position Description is REQUIRED and must contain clear, specific language.
- Position Qualifications is REQUIRED and must contain clear, specific language.
- Contact Email address MUST BE a business account and not a personal account (no Gmail, Yahoo, Hotmail, AOL, etc.).
 - *Personal email addresses are ONLY acceptable when posting positions for Student Employment.*
- Full time Entry-Level and Experienced positions MUST provide a base salary; positions that are commission only will not be approved.

If you have any questions, please contact the representative below who is assigned to review your position submission:

Internships: Nancy Shatzer: nancy.shatzer@pepperdine.edu

Entry-Level Positions: Mahla Hoffbeck: mahla.hoffbeck@pepperdine.edu

Experienced Positions: Rachael Bratlien: rachael.bratlien@pepperdine.edu

Student Employment: Kate Suriyatip: kate.suriyatip@pepperdine.edu

Thank you,

Seaver College Career Center Staff
(310) 506-4184
seaver.pepperdine.edu/careercenter