

## Career Services

*Division of Student Affairs*

### **SDSU Career Services Public Statement – Employer Accounts and Jobs Posted on Aztec Career Connection**

#### **Employer Registration**

Employer registration for an account is made available through Aztec Career Connection (ACC) powered by Symplicity and its Career Services Manager (CSM) at employer.sdsu.edu. Most accounts are made active within 1 – 2 business days at no cost to employers.

#### **Screening**

Employers are required to provide or abide by the following:

- Organization name
- Industry
- A satisfactory description of the organization
- A valid website (one that is unique to the organization and not a subdomain of a public provider)
- Complete contact information for a designated primary contact, including the contact's name, title, business email (issued by the organization rather than by a public provider such as Gmail, Yahoo, etc.), phone and physical address
- SDSU's Equal Employment Opportunity statement<sup>1</sup> and additional guidelines that protect the rights and privacy of students

Third party recruiters and new businesses are held to the above mentioned screening criteria and should refer to the [Recruiting Guidelines](#) as a subset.

#### **Job Postings**

Employers who have an approved account on ACC may post internships and jobs. Each individual internship and job posting will undergo a review. When posting employers must:

- Provide a detailed position description and pertinent information
- Fully disclose the duties, responsibilities, and expectations
- Avoid charging any fees or monetary investments for employment
- Refrain from requiring students to participate in multi-level marketing or on campus sales and promotions

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<sup>1</sup> San Diego State University Career Services maintains and promotes a policy of nondiscrimination and non-harassment on the basis of race, religion, color, gender, age, disability, marital status, sexual orientation, national origin and citizenship. Career Services provides services only for employers whose hiring practices are non-discriminatory according to law. We expect that by partnering with our office, you are aware and adhere to the non-discriminatory hiring policies.