Recruiting Policies

These guidelines apply to the kinds of opportunities for which employers may recruit at any on-campus event, including job fairs, employer tables, lunch & learns, and on-campus interviews.

Employers may post full-time, part-time, temporary, and seasonal job opportunities, as well as internships and co-ops for Endicott students and alumni under the following guidelines:

The employer abides by the Principles for Professional Conduct for Ethical Professional Practice, as established by the National Association of Colleges and Employers.

Employers may not post job opportunities that require students to purchase or rent any type of presentation or sales material/supplies, or pay a fee for training or placement.

Individuals may not post positions where the work takes place in a private home, such as child care, elder care, etc.

Endicott College will not approve job postings or internships involved with the use, production, testing, or distribution of recreational or medical marijuana. Under the federal law known as the Drug Free Schools and Communities Act, the unlawful possession, use or distribution of marijuana by students and employees on its property or as part of any of its activities is prohibited, and other federal laws also place prohibitions around marijuana. Endicott College complies with applicable federal laws.

Internship Guidelines:

For details on guidelines for hosting an Endicott intern, including an outline of expectations of the internship site, the student and the College, please visit the Employer section of the Endicott College Internship & Career Center information hub.

Employers may not post internships that involve having the intern in a private home with clients without supervision (from the internship supervisor or a graduate intern); nor may they post internships that involve transporting clients in their personal vehicles.

As you consider posting your opportunities on the Endicott College job portal, while Endicott does not require its interns to be paid for their work, we strongly encourage employers to consider the benefits of paying interns, the impact of unpaid internships, and alternative forms of compensation. We are committed to providing equitable access to internships and providing support. Please review our guidelines and suggestions in the Internship Information for Site Supervisors under Additional Information

If you have questions, please contact Dale McLennan, Dean, Internship & Career Center, dmclenna@endicott.edu.