



## Bellingham Technical College - Career Services

### **Job Posting Procedures**

There is no charge to post positions and positions are typically posted within 24-48 hours. Positions are listed on the BTC Career Services webpage ([www.btc.ctc.edu/careerservices](http://www.btc.ctc.edu/careerservices)). We ask that employers posting with BTC Career Services contact us if they have hired a student or graduate. We reserve the right to turn down any employment opportunity for valid reasons (see Guidelines below). If the position does not have a closing date we will post the position for one month for tracking purposes. The closing date can be extended at anytime. For any questions, contact Career Services at 360-752-8396.

Please include the following information in your job posting:

- Company (optional)
- Job Title
- Description of the position
- Qualifications for the position
- Pay (optional)
- Instructions on how to apply
- Closing Date

### **Job Posting/On Campus Recruitment Guidelines**

Employer must be an equal opportunity employer and comply with Federal, State, and local regulations (including ADA), which prohibit Discrimination and Harassment in Employment. Job opportunities must pay at least the Washington State minimum wage or higher and have an hourly wage or wage range. Employer must offer a safe work environment for their employees.

BTC Career Services does not accept job postings or endorse the recruitment of students that:

- Require the applicant to make an investment in their product
- Are commission based
- Require the applicant to act as an independent consultant
- Do not pay the applicant or new hire for their training
- Require the applicant to purchase any equipment or products as a prerequisite to employment or charge a fee

BTC Career Services reserves the right to edit or refuse job advertisements. Please contact the Director of Career Development & Student Support, Meagan Bryson, with any questions regarding the above guidelines at 360-752-8396 or [mbryson@btc.ctc.edu](mailto:mbryson@btc.ctc.edu).

#### Washington State Regulation

RCW 49.60.180 (4) <http://apps.leg.wa.gov/rcw/default.aspx?cite=49.60.180>

It is an unfair practice for any employer:

"... (4) To print, or circulate, or cause to be printed or circulated any statement, advertisement, or publication, or to use any form of application for employment, or to make any inquiry in connection with prospective employment, which expresses any limitation, specification, or discrimination as to age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any intent to make any such limitation, specification, or discrimination, unless based upon a bona fide occupational qualification: PROVIDED, Nothing contained herein shall prohibit advertising in a foreign language.