Nassau Community College posts employment opportunities and internships via our website. Postings are based on the information provided by the employer. Due to the volume of job postings received, the Office of Student Professional Development and Employer Services (part of the Student Personnel Services Department) is not able to verify the integrity or validity of each organization or person that posts a position or guarantee that all jobs/ internships are still available.

The Office of Student Professional Development and Employer Services makes no guarantee about positions listed and is not responsible for working conditions or any other aspects of ensuring employment or internship. It is the responsibility of each individual job seeker to research the integrity of the organization(s) to which they are applying as well as to carefully review the terms and conditions of the ensuing offer of employment. Job seekers should exercise due diligence and use common sense and caution when applying for or accepting any position. The Office of Student Professional Development and Employer Services' job resources are provided free of charge to employers and students. All hiring and compensation for work performed by student employees is determined and negotiated directly between the student and the employer.

Employers and students are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the student applicant. For your privacy and protection when applying to a job online, it is advisable that you do not give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. All job listings are posted at the discretion of the Office of Student Professional Development and Employer Services. The office does not post jobs that appear to discriminate against applicants on the basis of race, color, age, gender, sexual orientation, disability, national origin, religion, disability, gender identity or expression, predisposing genetic characteristics, pregnancy status, marital or familial status, domestic violence victim status, or military status.

The Office also reserves the right to refuse to post jobs that do not support the mission and goals of Nassau Community College.

Why is it important to research each job opportunity?

· Find out if the job advertisement and the company that offers it is legitimate.

· Find information to help you determine whether the company or job is a good fit for you.

· Learn to write targeted resumes and cover letters. (The Office of Student Professional Development and Employer Services assists you with this.)

· Learn how to answer interview questions such as: Why do you want to work for this company? (The Office of Student Professional Development and Employer Services assists you with this.)

· Research the job and company.

· Visit the company web site. If the company in question does not have a web site or the web site does not seem to match the advertised job, there may be cause for concern.

· Note the professionalism of the web site.

· Is there specific contact information?

· Are jobs and career information actually posted on the site?

· A lack of pertinent information may be a red flag.