

Jobs off Campus

TERMS AND CONDITIONS FOR EMPLOYERS

The information below outlines how the University of Wollongong (“UOW”) through its Careers Central will conduct the Jobs off Campus program. By submitting an Employer Registration Form, the person or organisation listed as the employer on that form (“**Employer**”) accepts the terms and conditions set out below.

ABOUT UOW CAREERS CENTRAL

Careers Central offers a diverse range of opportunities to students to connect with employers for job opportunities, to gain professional experience and to enhance their employability through employer-led professional development. Our experienced team of career practitioners work closely with our faculty colleagues to embed formal career learning into the curriculum, curate and develop career resources and self-paced online learning programs, and work individually and in small groups in the provision of personalised career planning with students.

Our goal is to proactively maintain, foster and develop relationships with employers as well as further recognise those employers who provide value to UOW students, through purposeful opportunities that contribute to students’ career development.

For more information on employer services offered by Careers Central visit <https://www.uow.edu.au/student/careers/employers/recruit-our-students/>.

ABOUT JOBS OFF CAMPUS

Jobs off Campus aims to provide you with access to job-ready UOW student candidates for your current casual and part-time roles. Our successful Jobs on Campus service has been in operation at UOW for over a decade, but in light of recent changes to industries, it's more necessary than ever to serve our external communities and provide opportunities for employers and students alike. So we're turning our attention outwards. Our team runs a career development program for students to ensure their job-preparedness, and makes sure those who complete the program and have the skills that meet with what you're looking for are given the chance to apply. We then provide you with their applications, thereby providing you with access to students who have a professional attitude, are keen and possess the requisite skills. We're also offering support through an application management service – fielding questions from candidates, collecting applications and contacting unsuccessful candidates – for time-poor businesses. All you’ve got to do is let us know what jobs you have, and we’ll take it from there.

TERMS AND CONDITIONS

- 1.1 Employers who wish to participate in Jobs off Campus must register via UOW’s CareerHub platform and comply with the CareerHub terms and conditions, which can be found at https://careerhub.uow.edu.au/Employers/Terms_and_Conditions.chpx. Should any inconsistencies arise between these terms and conditions and the CareerHub terms and conditions, these terms and conditions will take precedence to the extent of the inconsistency.
- 1.2 In order to advertise a potential position via Jobs off Campus, Employers must complete and submit the online Jobs off Campus Vacancy Form, which is available at <https://careerhub.uow.edu.au/Form.aspx?id=1695085>. Incomplete or illegible forms will not be processed or considered.
- 1.3 Employers may only submit advertisements to Jobs off Campus in respect of employment opportunities that meet the following criteria:
 - (a) is a paid position;
 - (b) is part-time or casual;
 - (c) has an immediate start date; and
 - (d) is located within a reasonable distance of a UOW campus, or can reasonably be conducted remotely working from home.

- 1.4 Employers warrant that any advertisements submitted to the Jobs off Campus are for legitimate employment opportunities, and are not in breach of Australian Consumer Law or any other applicable legislation, regulations, rules or standards.
- 1.5 Employers warrant that they will comply with any and all workplace legislation both in advertising and providing an employment opportunity, including the *Fair Work Act 2009* (Cth), *Industrial Relations Act 1996* (NSW), *Work Health and Safety Act 2011* (Cth) and any other applicable legislation, regulations or rules.
- 1.6 Employers warrant that they will comply with any and all anti-discrimination legislation in advertising and providing employment opportunities.
- 1.7 Employers acknowledge that any advertisement for an employment opportunity that they submit to Jobs off Campus may be posted by them to the UOW Jobs Board and any other services or platforms where jobs are advertised.
- 1.8 Employers acknowledge that UOW will advertise eligible Jobs off Campus employment opportunities to:
 - (a) currently enrolled UOW students; and
 - (b) UOW graduates who graduated no longer than two (2) years prior to registering for the Jobs off Campus program,
provided that they have successfully completed the requirements of the Jobs off Campus career development program, as determined by UOW.
- 1.9 Employers agree to provide UOW with any requested further information on an employment opportunity in a timely manner, in order for UOW to relay this information to potential applicants.
- 1.10 Employers acknowledge that UOW will collate all applications received in respect of an employment opportunity submitted by the Employer to Jobs off Campus, and will send those applications to the employer in a single batch within one (1) business day after the advertised closing date. The Employer agrees to accept these applications for consideration, and will consider them submitted on time and before the advertised closing date.
- 1.11 If the Employer indicates to UOW that they wish to have UOW notify unsuccessful Jobs off Campus applicants in respect of an employment opportunity on their behalf, they must provide UOW with constructive feedback for all unsuccessful applicants as soon as conveniently possible after the employment opportunity has been filled.
- 1.12 UOW is not responsible for, and excludes all liability in respect of, the performance and/or conduct of any applicant for an employment opportunity advertised through Jobs off Campus, whether the applicant is successful or otherwise.
- 1.13 In respect of advertisements for employment opportunities that submitted to Jobs off Campus, UOW reserves the right to:
 - (a) accept or decline any advertisement that does not meet the needs or requirements of Jobs off Campus, including but not limited to the list of 'Unacceptable jobs' provided in the CareerHub terms and conditions;
 - (b) withdraw or refuse any advertisement without notice to the employer and for any reason; and
 - (c) alter or edit any advertisement either prior to or after publishing, in consultation with the employer.
- 1.14 Employers acknowledge that UOW is bound by the *Privacy Act 1988* (Cth), *Privacy and Personal Information Protection Act 1998* (NSW), the *Health Records and Information Privacy Act 2002* (NSW) and other privacy legislation ("**Privacy Laws**") in respect of personal information received or held in connection with Jobs off Campus.
- 1.15 Employers must comply with all Privacy Laws in relation to personal information collected or held by them in connection with their participation in Jobs off Campus, whether or not they are bound by the Privacy Laws. In particular, Employers must ensure that personal information disclosed to them in connection with an employment opportunity advertised by them through Jobs off Campus is only used for the purposes of fulfilling that employment opportunity, such as to process an employment application and communicate with an applicant in relation to their employment application.

- 1.16 UOW will use information submitted by Employers to Jobs off Campus for the purposes of administering Jobs off Campus, including providing eligible students and graduates with the contact details of Employers, and for internal reporting purposes.
- 1.17 UOW and its employees will not be liable to an Employer in respect of any loss or damage which may be suffered or incurred, or which may arise directly or indirectly, in respect of the Employer's participation in Jobs off Campus.
- 1.18 Employers agree to indemnify UOW against all liabilities, costs, action and charges suffered or incurred by UOW, or which arises directly or indirectly, from the Employer's participation in Jobs off Campus.