

University of Limerick Cooperative Education & Careers Division (UL CECD)

Data Protection Notice

Personal data submitted and processed through the CareersConnect portal, a portal service offered by the UL CECD, will be used to provide you with access to services, including Job Postings and Careers Events. Your data will be processed in accordance with the [UL Data Privacy Policy](#).

Your data will be shared with the staff and agents of UL to the extent required for the delivery of services. By continuing to use this portal, you agree to the processing of the personal data you supplied, as outlined above.

Jobs Board Terms & Conditions for Employers and Recruiters

UL CECD is a central point of contact for employers seeking to recruit UL students and recent graduates (up to 2 years post-graduation) for full and part-time paid opportunities.

We provide the Vacancy Page on CareersConnect to promote employers and relevant opportunities, including graduate programmes, full and part-time roles, summer internships, vacation and freelance work while ensuring that we work in the best interest of our students and recent graduates.

For undergraduate student Cooperative Education placements (work placement), which are an accredited part of the student's course of study, please contact our [Cooperative Education Team](#). For all other opportunities, please use this Vacancy Page.

Our job posting procedures and processes are informed by policies and position statements developed by our professional associations:

- Association of Higher Education Careers Service (AHECS)
- Association of Graduate Careers Advisory Services (UK and Ireland)

These Terms & Conditions also draw on Irish Employment and Equality legislation; general policies on good practice in promoting Equal Opportunities, Diversity & Inclusion; and compliance with Minimum Wage obligations.

About the Vacancy Page:

- Our Vacancy Page is provided free of charge.
- Our Vacancy Page is self-service. Employers can register to post jobs by going to careersconnect.ul.ie. Organisation registrations and job postings are reviewed for approval by a member of the Careers Service Team before being posted to the Vacancy Page. We aim to approve all jobs within 48 hours of receiving them.
 - Step-by-Step Guides (below) for details on registering, posting vacancies, and retrieving a password reminder. If you need further assistance, please get in touch with careers@ul.ie
 - [CareersConnect Adding Vacancy](#)
 - [CareersConnect Employer Registration](#)
 - [CareersConnect Password Reminder](#)
- We advertise roles in good faith and expect Recruiters and Employers to comply with these Terms & Conditions.
- The Employer must ensure that all roles submitted for publication comply with all relevant legislation, including Employment, Data Protection and Health & Safety laws. In particular, for overseas opportunities, Employers must ensure that the role complies with relevant laws in the jurisdiction where the role is based.
- We only advertise jobs we deem suitable and relevant to UL students and recent graduates.
- The UL CECD reserves the right to refuse, omit, edit, alter, suspend, withdraw or otherwise deal with any job posting at its absolute discretion and without explanation or liability.
- Employers must state clearly in each Job Posting whether fees or costs are incurred either as part of the application process or while employed, e.g., travel, insurance, medical etc.
- For Overseas Employers or Agencies, at our discretion, we may add the following to Job Postings on the Student Portal:

Note from UL CECD: This information is provided in good faith. However, *it is essential to check all information at the source*. We advise applicants to use their judgment and research when selecting potential opportunities, employers or regions. Before accepting any offer, you should check with overseas employers/organisations for full details of your contract and all costs relating to the post or programme, including flights, accommodation and other travel costs, visas, insurance, placement fees, etc. *For working overseas, we recommend you thoroughly research the region under consideration and check the travel advice about the country or region on the Department of Foreign Affairs [website](#).*

Please note: In certain instances, we may require new organisations to complete an Employer Engagement Form at our discretion.

- **For Remote Working Roles:** Please ensure that information regarding the remote nature of the role is clearly stated in the job advertisement. The Employer must ensure that relevant legislation is adhered to in terms of the Contract of Employment, Health & Safety, Insurance etc. For overseas companies, please note that Irish Employment Legislation applies to employees based in Ireland.
- **Freelance Roles** are published at our discretion. We ask that clear information is provided in the job posting on:
 - Contract of Service
 - Defined job expectations
 - Time commitment required/involved
 - Remuneration payable
- Employers must supply full contact details, including a company-specific email address, a link to a live company website, and a full job description. Private email addresses are not accepted.
- Employers must state the closing date for applications. ***Closing dates for applications may be extended. Please ensure that closing dates are not brought forward.*** Closing dates and other information advertised on CareersConnect should align with the corresponding information on your organisation's website.
- Organisations recruiting on behalf of a client company must supply the client company's name and website URL in the relevant fields on the Job Posting. This information is for UL Quality Assurance purposes only - publication of this information on the Vacancy Page is at the advertiser's discretion. However, we encourage recruiting organisations to make this information visible to students.
- Employers must ensure that the information supplied is true and accurate. Where a Recruitment Agency posts the opportunity, it must ensure that the information supplied by its client company is true and accurate. If a position has already been published on our Vacancy Page directly by the Employer concerned, we will not publish the position on behalf of the Recruitment Agency.
- Recruitment Agencies using our Vacancy Page should be licensed to recruit in Ireland.
- The employment contract is between the student/graduate and the employer or client company.
- The role of the UL CECD is limited to job advertisement only.
- No applications for positions can be made through UL CECD. UL CECD does not recommend candidates, accept or process CVs or applications, short-list candidates, or participate in the selection and recruitment process in any manner.
- It is the sole responsibility of the Employer to ensure that applicants are legally eligible to work in the country advertised.
- The relevant account or Job Posting will be withdrawn if additional or clarifying information is requested and not provided within seven days.
- UL does not accept any liability whatsoever arising from the content of any Job Posting.
- UL does not accept any responsibility or liability for the performance and behaviour of students and graduates either during the application process or when appointed/employed.
- UL will not be liable for any loss, damage or delay arising from the delivery of services to promote an employer or their opportunities.

- The Vacancy Page on the CareersConnect platform provides the facility to simultaneously publish the role on the [gradireland website](#) by ticking the 'Yes' option under 'Request vacancy appears on gradireland:' on the Job Posting.

We accept the following job postings:

- Positions with an immediate start date.
- Positions suited to undergraduate, postgraduate and research/PhD students.
- Funded opportunities for prospective students on masters and doctoral programmes or current Masters and Doctoral students, such as scholarships and studentships.
- Positions suited to candidates with industry experience.
- Paid work experience and summer internships (excluding mandatory college placements as part of a degree course – Coop Placements). Please visit [the Coop website](#) for information about UL's Coop Programme.
- Undergraduate placements that are not suited to Coop.
- Paid vacation and part-time work that complies with minimum wage legislation.
- Suitable volunteering opportunities for bona fide local registered charities, where the role provides relevant experience for UL students/graduates.
- International volunteering and development work opportunities, where the organisation providing the opportunities is a registered member of Comhlámh and displays the Comhlámh symbol on their website.

We do not accept the following postings on our Jobs Board:

- Positions that present an immediate risk to the health and well-being of students and graduates.
- Job Postings that are not legal, promote or endorse illegal activity, or contravene Equality, Diversity and Inclusion guidelines.
- Job Postings where the information provided is incomplete, unclear, misleading or deemed unsuitable by UL CECD.
- Unpaid positions, including unpaid internships or roles that contravene Minimum Wage legislation.
- Job Postings that are deemed to be discriminatory.
- Generic advertisements for recruitment agencies.
- Job Postings submitted containing personal or generic email accounts, e.g. Gmail, Hotmail, Yahoo etc.
- Roles that require taking medication or other treatment forms, e.g. drug trials.
- Opportunities posted by Recruitment Agencies where client company details are not supplied to UL CECD.
- Au pair or babysitting services.
- Job Postings by a private individual or where the employee is expected to work in an employer's private residence.
- Commission-only or pyramid schemes.
- Positions where students are expected to pay for services or require an unreasonable financial outlay.
- Positions that are deemed unsuitable or irrelevant to UL students and graduates.

- Positions that involve writing academic course-related materials which other students may use.
- Job Postings that require any identifiable documents at the application process stage, such as passport, birth certificate, PPS Number etc. Companies should not require students/graduates to supply a photograph at the application stage. This is not usual in our jurisdiction and is under advice from our Professional Body (CIPD) and GDPR Guidelines and Procedures.

Note: Events (including recruitment/training-related events), Courses, Training Sessions or Workshops are not advertised on our Vacancy Page. These can be advertised through other Careers Service channels, such as the Events Page. Please get in touch with careers@ul.ie for details.

At our discretion, we may require some companies to complete an Employer Engagement Form including, but not limited to, companies advertising positions at Summer Camps, Work Abroad programmes, etc.

UL CECD reserves the right to amend or replace this policy without giving prior notice.

For further information, please get in touch with careers@ul.ie.