



## **7.3 Job Board**

### **Definition**

The SDC offers a job board on its website as a public service to students, alumni, and profession/industry partners. The job board does not endorse specific jobs or companies by providing this service. The “job board” refers to that which is posted on the SDC website; however, the advertisements referred to in this policy also could refer to physical printed/posted flyers in SDC-occupied spaces (e.g. Carpenter Hall, Daggy Hall).

### **Procedure**

- 1) Send a description or advertisement of the position and PDF or JPEG announcement/image to the academic program manager.
- 2) Include important details about the position such as qualifications, application instructions, and deadlines.

### **What’s allowable?**

- 1) The SDC will accept posts for full-time, part-time, or internship level positions within the four disciplines offered at the school (architecture, interior design, landscape architecture, and construction management) and/or for those that include one or more of these disciplines, or those requiring related knowledge and skills.
- 2) Not all positions will be appropriate for advertising with our students, and the reasons may vary. The academic program manager will be entrusted to select and post advertisement without supervision; however, in the event of postings that may be inappropriate, the academic program manager should consult with the director. The director would make final decisions in all cases, and may suggest that certain posted advertisements be removed.
- 3) Fellowships and competitions may be posted on the job board pages as well.

### **Duration**

All positions will be noted with the post date and remain on the SDC website until the application deadline and/or notification the position has been filled, up to 120 days maximum. Extensions may be granted.

### **Fees**

As a cooperative effort to support students, alumni, and professional/industry partners the SDC does not charge a fee for this service. If inclined, a donation may be made to one of our academic programs or to the SDC Excellence Fund through the [GIVE](http://sdc.wsu.edu/give/) page of the SDC website (<http://sdc.wsu.edu/give/>).