

CareerHub is an online jobs and events portal that allows individuals, businesses, government and not-for-profit organisations to advertise job vacancies, voluntary positions, internships, and other opportunities to University of Canberra (UC) students and recent graduates.

CareerHub at UC is managed by Careers UC.

A person/organisation wishing to list an available opportunity needs to create an advertisement subject to the terms and conditions of use.

For recruitment agencies/third party recruiters

Recruitment agencies may be charged a fee for placing advertisements on CareerHub. Please contact Careers UC for the exact cost via careers@canberra.edu.au

Recruitment agencies must disclose to Careers UC the organisation they are recruiting for.

All vacancies will be accepted at the discretion of the Careers UC staff

Only genuine job vacancies will be considered for approval

Advertisements designed specifically for the purpose of collecting student data for prospective positions, will not be accepted

All roles advertised, which are based in Australia, must comply with relevant Australian laws, including Fair Work legislation, relevant awards or workplace agreements and Anti-Discrimination legislation.

The following advertisements will not be accepted

Any position which does not meet Australian workplace law for minimum wage or national employment standards

Commission only positions

Work without pay, unless listed by a registered charity or not for profit organisation, or where the position meets the requirements of a for-credit UC work integrated learning unit

Jobs where a wage is not guaranteed and is relied on a success of a product, service, or business concept

Roles which require students to register as an independent contractor

Illegal activity or roles that pose serious threat or harm to its employees

Opportunities which require students to pay an application or registration fee, or enter a competition

Opportunities to participate in an unapproved or unethical research study

International opportunities will be considered on an individual basis. Paid roles will only be approved where the exact job details are clear and local pay rates are advised to Careers UC.

Any position that relates to work with or connected to companies that sell tobacco or where such employment would not be consistent with the principles of University of Canberra's Tobacco-Free University Policy. Whether a position is or is not consistent with this policy will be decided by the University of Canberra in its absolute discretion.

Jobs in the home*

* As a general rule, roles listed by individuals for gardening, cleaning, babysitting, tutoring etc will not be approved. However, home based positions, where an individual is registered under the NDIS, and has formalised a business structure for the NDIS i.e., a government program, meeting relevant legislation, may be considered for approval.

Liability

University of Canberra will be under no liability to users and recruiters in respect of any loss or damage (including consequential loss or damage), which may be suffered or incurred, or which may arise directly or indirectly in respect of services supplied by University of Canberra Careers UC Services.

Use of information you supply

Careers UC may use information provided by organisations registered on CareerHub to:

- update you about CareerHub
- alert you to other services to facilitate recruitment
- send career-related/employment notices
- undertake labour market research
- ask questions to assist us in managing the CareerHub service
- provide to other areas of the university for industry engagement opportunities
- promote or invite you to employment related events and activities happening at UC.

Student complaints

If a student lodges a complaint with Careers UC about a job or opportunity sourced via CareerHub, Careers UC will investigate and take appropriate action. If required, Careers UC will contact the organisation named in the complaint for further information or clarification of the situation.