CONFIDENTIALITY AND ETHICS COMMITMENT

The UNC Asheville Career Center is committed to providing services, programs, and resources consistent with its mission and the mission of the University:

Career Center Mission: The Career Center's mission is to provide UNC Asheville students and graduates with comprehensive guidance and services for their lifelong career development. Services are designed to provide education about career options, guidance toward experiential activities, training in career planning strategies and contacts for employment, internships and educational opportunities.

University Mission: The University of North Carolina at Asheville is distinctive within the public higher education system of North Carolina in its primary mission: to offer an undergraduate liberal arts education of superior quality for serious students. The ultimate aim of the university is to provide students the best possible opportunity to acquire the skills, knowledge and understanding necessary to pursue their goals, to find meaning in their lives, and to take their place as contributing citizens of a changing society.

To support both these missions and the successful implementation of the Career Center’s services, programs, and resources, all employees, student employees/workers, interns, and/or volunteers must read, follow, and adhere to the following:

Confidentiality and Ethics Statements:
As an employee, student employee/worker, intern, and/or volunteer of the University of North Carolina at Asheville, you may have access to information that is made confidential by federal law, such as the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, or state law, such as the Personnel Files section of the N.C. State Personnel Act, N.C.G.S. §§ 126-22 through -30, or other University rules or regulations. It is imperative that you maintain the confidentiality of that information.

All members of the UNC Asheville Community have the right to expect that all other members, in whatever role they may function, will respect their privacy and never disclose information in an inappropriate manner. The University needs to rely on your adherence to this principle.

Furthermore, the Career Center requires all employees, interns, student workers, and volunteers to adhere to the National Association of Colleges and Employers’ (NACE) Principles of Professional Conduct for Career Services and Employment Professionals at http://www.naceweb.org/principles/principl.html#principles_for_career_service_professionals (Also see attachment).

Any unethical, illegal, and/or inappropriate disclosure of information and/or violation of the NACE Principles of Professional Conduct will result in an immediate dismissal from working, interning and/or volunteering at the UNC Asheville Career Center.

I understand and agree with the above statements.

Name: ___________________________________________________________________________________________
Position: _________________________________________________________________________________________
Signature: ________________________________________________________________________________________
Date: ____________________________________________________________________________________________

Career Center Supervisor Name: ______________________________________________________________________
Career Center Supervisor Signature: ________________________________________________________________________________
Date: ____________________________________________________________________________________________