

OBERLIN

COLLEGE & CONSERVATORY

FRAUDULENT JOB OFFERS, SCAMS, AND PHISHING

The beginning of a new school year or semester often experiences a surge in the number of suspicious emails claiming to offer students employment opportunities. Often these positions are described as “office assistant” or “remote research” jobs, but the true intent is to defraud students and/or collect personal information that could be used in future identity theft (address, SS#, bank information, etc.).

Some warning signs of a potential email job scam include:

- A non-company-sponsored email address, such as Gmail, Hotmail, or Yahoo
- Claims to have been referred to you by the college. Oberlin College does not give out students’ contact information!
- Does not list a company name
- Offers to pay a large amount of money for almost no work
- Contains spelling or grammatical errors
- Offers to send you a check before you do any work
- Asks for your credit card or banking information
- Asks you to send payment by wire service or courier

Communication about legitimate job and internship opportunities should only come from Oberlin's PeopleAdmin job posting site, Career Development's Handshake, or an Oberlin College staff member's oberlin.edu email. However, because some scammers are able to “spoof” Oberlin email addresses, all such emails should be carefully examined before responding.

If you receive (or have already received) such an email, the Student Employment Office advises you to:

1. Never provide any personal information by email to an employer.
2. Review and follow [CIT's phishing guidelines](#).
3. Use a different strong password for each online account.
4. Never share passwords with others.
5. Whenever suspicious/curious, Google the web addresses, names used, companies mentioned, phone numbers given, all email addresses, or even sentences from the emails - scammers often use the same or similar language.

6. If it appears an email was spoofed, compose a new email to the replying address and inquire about the legitimacy of the communication. Never reply directly to the email you received.
7. Reach out to our office if you have questions or concerns about any job opportunity communications.

These guidelines hold true whether you hear from an employer by email, through Handshake, or on any online job board. More information is also available on the [Career Development's website](#) for avoiding scams. While there are a few bad actors out there, legitimate opportunities are well within your reach. Oberlin College jobs are only posted via our [job portal site](#), and very rarely will a faculty or staff member reach out to you with a job offer. Additionally, all job offers require a hire request submitted by the departments to the Student Employment Office (SEO), at which time you'll receive communication from the SEO with further information and instructions to complete legal requirements.

Please be sure to follow-up with CIT to report the spoofing/scam attempt, so they may further investigate the matter if needed. To learn more, please read this [CIT intranet article](#).