STUDENT JOB ANNOUNCEMENT FORM

Working Title: [   ]

Hiring Department: [   ]

College / Division: [   ]

Position Number: [   ]   Hiring Manager: [   ]

Background Cost Center: [   ]   Hiring Mgr Email: [   ]

Contact Name: [   ]   Room Number / Location: [   ]

Phone Number: [   ]   Position Type: [   ]

Hours: [   ]   Days: [   ]

Proposed Salary: [   ]   Number of Openings: [   ]

Job Description and Minimum Requirements: Please attach a word version of the job description and minimum requirements to the requisition.

Notes to Applicant:

[   ]

Preferred Qualifications:

[   ]

Which of the following documents do you want to require?

☐ Resume   ☐ Cover Letter   ☐ Letters of Recommendation   How Many: [   ]

☐ Class Schedule   ☐ Award Letter, if Applicable

All positions will be posted for the required minimum ten business days after which Talent Acquisition will screen and pass all applicants who meet the minimum requirements to the department.

SIGNATURE

[   ]

APPROVAL - CHAIR / MANAGER (PLEASE TYPE NAME HERE)