

Dayton Campus OR Lake Campus

General Job Posting OR Virtual Fair Posting* - April July October
indicate which fair

Date _____ Department Name _____

Student job title _____

Number of students needed _____ Rate of pay _____ Anticipated Start Date _____

This position can be filled by: Graduate OR Undergraduate / Federal Work Study (FWS) OR Regular

Job summary _____

Job skills and knowledge _____

Courses Required _____

Department Operational and Student Employment Work Hours _____

Hours/Week _____

Department Anticipated Process Dates

Application Screening _____ Phone/Campus Interview _____ Training _____

Application instructions

E-mail the following to the contact person:

Student Employment Application Résumé WINGS Financial Aid Award (FWS position only)
Screen Capture saved and attached

Other _____

General Posting Expiration Date: 1 Month 3 Month Maximum Posting Expire on _____
Must be posted for minimum 5 business days

***Virtual Fair Postings will be posted for the dates of Virtual Fair designated above**

Contact person _____ Location _____

E-mail _____ Phone _____

OFFICE USE ONLY

Date received _____ Job description _____ Date posted _____ CSO number _____ Email notice _____ Date inactive _____