

# JOB POSTING FORM

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Hours of Job: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Week-end Shift Rotation: No ( ) Yes ( ) How Often: \_\_\_\_\_

Student Preferred: CUC ( ) PAA ( ) No Preference ( )

Job Description:

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Skills Needed:

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This form would be completed by the hiring supervisor and sent to the Student Finance Office. Student Finance (or Student Employment) would transfer this information to the **Campus Employment Opportunities Bulletin Board** Table. This table could be viewed on the web site by students who are interested in obtaining campus employment.