

Off-Campus Job Posting: JOB TITLE: _____

DESCRIPTION: _____

EMPLOYER _____ CONTACT NAME(S) _____

LOCATION (City, State, Zip) _____ WEB ADDR. _____

PHONE (____) _____ - _____ FAX (____) _____ - _____ EMAIL _____

HOURS PER WEEK _____ SPECIFIC HOURS _____

PAY RATE OR RANGE \$ _____ PAY TYPE (hourly, contract, etc.) _____ # OF POSITIONS _____

DEADLINE & APPLICATION INSTRUCTIONS (What is the final date, if any, that you will accept applications? Do you prefer that applicants contact you by phone, mail, email, in person, etc.) _____

START DATE (If any) / / END DATE (If any) / /

ON-GOING POSTING? (Circle) **Y** or **N**
("Y"= our staff follow-up with you every 6 weeks; "N"= our staff will follow up with you every 2 weeks)

"I PREFER THAT MY NAME, ADDRESS, AND PHONE NUMBER **ARE NOT** POSTED ON THE SES SECURE JOB POSTING WEB PAGE?" (Check if this is true) _____

(If there is no check on this line then **we will** post all of this information on our web site).

PLEASE CALL US AS SOON AS YOU FILL THIS JOB OR ANY TIME YOU WANT TO MODIFY OR CLOSE THE POSTING

Additional Notes (for SES Staff use only): _____
