

**Student
Employment
Services**

● B-33 VAN HOESEN HALL
● PHONE: -2223, FAX: -2937

On-Campus Job Posting: JOB TITLE: _____

DESCRIPTION _____

HOURS PER WEEK _____ SPECIFIC HOURS _____

PAY RATE OR RANGE \$ _____ PAY TYPE _____ # OF POSITIONS _____

EMPLOYER _____ LOCATION _____

CONTACT NAME _____ PHONE () _____

DEADLINE & APPLICATION INSTRUCTIONS _____

START DATE END DATE / ON-GOING POSTING? Y or N

For Office Use Only: Category: _____ Job #

Rec. by: _____ Date: / / Review Date: / /

Follow-up Date Spoke To Status New Review Date

_____ ST/EMP _____
_____ ST/EMP _____
_____ ST/EMP _____
_____ ST/EMP _____
_____ ST/EMP _____

Students Hired:

Date	Name	Start Date	Earnings Report?
_____	_____	_____	Y / N
_____	_____	_____	Y / N
_____	_____	_____	Y / N
_____	_____	_____	Y / N

**CLOSE-OUT
CHECK LIST**

- Posting Down
- Jobs DB Closed
- ST/EMP (cir.)
Verified
- Emp DB
Updated

INITIALS _____
File this form in
the appropriate
CLOSED-JOB
BINDER