

Required Information

Department Name:

Department Address:

Job Title:

Days & Hours/Week:

Hourly Rate:

How Many FTE's:

Required Documents:

Resume Cover Letter Transcript

Other (course schedule, work sample, etc.)

Job Description (brief summary of duties, qualifications required, availability days/hours, etc.):

Optional Additional Criteria

(Students who do not meet the below additional criteria selections will still be able to apply, but the system will highlight which ones do not match your preferences and let you filter them out, if you wish to do so.)

Graduation date range: Earliest to Latest

School Year Desired (select all that apply):

- Freshman Sophomore Junior Senior Masters Doctorate Postdoctoral

Minimum GPA:

Major/Degree Type:

Application Options

Who will receive emails from applicants (contact name):

- Email (contact name) a summary of all applicants once the job expires
 Email (contact name) every time a new student applies
 Send all applicants, OR
 Send only those who match optional criteria selected above

How long do you want this job to be posted? (i.e. 1 week, 2 weeks, etc.):

FYI: Clicking "Submit" will open Outlook and email the completed form to the Talent Acquisition Specialist (Katelynd Shoff).