

**Student Job Posting Details**

## **Posting Information**

Date: **Click or tap to enter a date.**

Job Title: **Click here to enter text.**

Hiring Manager/Supervisor: **Click here to enter text.** Department / Division: **Click here to enter text.**

Department Website Link: **Click here to enter text.**

Number of Openings: **Click here to enter text.**

Target Hire Date: **Click or tap to enter a date.** Duration: **Click here to enter text.**

## **Ad Details**

Working Title: **Click here to enter text.**

Employment Classification: **Click here to enter text.** Full Time  Part Time

FTE: **Click here to enter text.**

Rate of Pay: **Click here to enter text.**

Position Summary:

[enter position summary here]

Duties and Responsibilities:

* [enter duties and responsibilities here]

Qualifications:

* [enter qualifications here]

Preferred Qualifications:

* [enter preferred qualifications here]

Required Documents (e.g. resume, cover letter):

* [enter required docs here]

Job Location (Address): **Click here to enter text.**

Keywords: **Click here to enter text.**

*Helps applicants find your position when searching for positions in Handshake.*

## **Reviewers**

School Year (Optional): **Click here to enter text.**

Interviewers:

*These individuals will be able to see applications once an applicant transitions to “Interview” status and use the interview scheduling tool.*

* [enter interviewers here]

Miscellaneous, Special Requirements/Details:

* [enter misc., special requirements here]