

# Job Order SE-5

\_\_\_Part-Time

Date Posted\_\_\_\_\_

\_\_\_Work-Study

Date Received\_\_\_\_\_

Department:

Job Title:

Building and Room #:

Hourly Rate of Pay:

Phone Number:

Number of Employees Needed:

Begin Work On:

Person Referred To:

End Work On:

Date to Begin Interviews:

List all training and experience required\*/desired\* for the position to be posted:

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List hours and days of the week when employee will be required to work:

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Typing Speed

Major Required

GPA Required

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\* DO NOT ESTABLISH REQUIREMENTS WHICH ARE CONTRARY TO LAWS; FOR EXAMPLE AGE, SEX, ETC.