

# Job Order SE-5

\_\_\_Part-Time

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

\_\_\_Work-Study Acct #\_\_\_\_\_

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.