Lucina Hall 220 ph: 765-285-2440 fax: 765-285-3757 www.bsu.edu/careers



JOB NUMBER

OFFICE USE ONLY

CAREER CENTER

STUDENT EMPLOYMENT VACANCY FORM

INSTRUCTIONS: All on-campus student employment vacancies must be listed with the Career Center before eligible students can be referred for interviews with you. Use this form to post a new job; keep a copy and send the original to the Career Center. Once a job is on file with the Career Center, call 765-285-2440 or e-mail stujobs@bsu.edu to repost a vacancy for that same job. If we receive your job posting at least one hour before closing, we can usually post it the next work day. Call 765-285-2440 or e-mail stujobs@bsu.edu to cancel a job posting. See the reverse side for procedures for hiring student employees. Wage rates above the \$7.25 an hour campus minimum must be approved by the appropriate department head, dean, and vice president. If additional space is required for description or qualifications, please email to studjobs@bsu.edu or fax to 765-285-3757 with form. Requests for higher wage rates for positions in Academic Affairs and Student Affairs must be accompanied by a statement of justification and detailed job description*.

Department		FOAP	
Contact Person			
Telephone			
Job Title			
			ge below for important legal information.)
Required			
Qualifications			
Preferred Qualifications			
Number of Positions	Starting D	ate	Hours per Week
Days and Times			Federal Work-Study Only OY ON
Student Contact Procedure	_ Call	– Stop by	– Email
*Dept. Chair/Director Signature			Date
*Dean's Signature (If wage rate exceeds \$7.25 an hour)			Date
			Date