



OFF-CAMPUS HOURLY JOB LOCATION AND DEVELOPMENT (JLD) PROGRAM STUDENT JOB ANNOUNCEMENT FORM

STUDENT EMPLOYMENT OFFICE

Phone Number:(303)492-3711
 Fax Number:(303)492-4544
 stdemp@colorado.edu
 www.Colorado.edu/studentemployment/jobs.html

New Job Posting _____ Update to an Existing Job Posting _____ Job #, if known _____

Remove Job Posting _____

Check appropriate term(s): Summer _____ Fall _____ Spring _____ Temporary _____

All fields must be completed in order for us to post your job.

Job Title _____

Contact Person (First and Last Name) _____

Phone: _____ Alternate Phone # _____

Do you want the phone number(s) to appear on the posting? Yes _____ No _____

Fax # _____ E-mail _____

Company/Employer _____

Address: _____
 (address, city, state, zip)

Est. of #hrs/week _____ # of Positions Open: _____

Pay Rate _____ If you do not enter an hourly rate, please enter a pay range.
 (Example: \$10.00-\$12.00) Some students will not contact you without a pay rate or range listed.

Specific Job Duties and Qualifications: **(250 CHARACTERS ONLY!)**

Background check is required? Yes _____ No _____

Does your company have a website with an employment application information? Yes _____ No _____
 If so the website address: _____

PLEASE NOTE: All job announcements are entered into a computer database which can only accept 250 characters in the job description. Please do not exceed this total.

INSTRUCTIONS FOR REMOVING YOUR JOB:

Your job announcement will remain posted until you notify our office that you would like it taken down. In order to continue to receive the government funds that support our free service, we are required to collect statistics on the jobs posted in our office. Consequently, when you notify us that the job is filled, please provide the following information:

- Was the job filled by a CU student? Yes _____ No _____
- If so, please provide:
 - The student's rate of pay: _____
 - The student's average weekly work hours: _____

