



# On-Campus Student Employment Announcement Form

Phone: 303-492-7349

Fax: 303-492-4544

[www.colorado.edu/studentemployment/jobs.html](http://www.colorado.edu/studentemployment/jobs.html)

Check one:                      Work-Study \_\_\_\_\_                      Regular/Hourly \_\_\_\_\_

New Job Posting \_\_\_\_\_                      Update to an Existing Job Posting \_\_\_\_\_                      Job #, if Known \_\_\_\_\_

Remove Job Posting \_\_\_\_\_

Check appropriate term(s): Summer \_\_\_\_\_                      Fall \_\_\_\_                      Spring \_\_\_\_\_

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 \_\_\_\_\_

Department \_\_\_\_\_                      Address: \_\_\_\_\_

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:

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Please Note:                      All job announcements are entered into a computer database that only accepts 250 characters in the job description field. Please do not exceed this total.

\*\*\*Check all that apply:

References: \_\_\_\_\_ Background Check: \_\_\_\_\_ Transportation Req'd: \_\_\_\_\_ Drivers License: \_\_\_\_\_  
Experience: \_\_\_\_\_ First Aid: \_\_\_\_\_ CPR: \_\_\_\_\_ Non-Smoker: \_\_\_\_\_

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

**INSTRUCTIONS FOR REMOVING YOUR JOB:**

Your job announcement will remain posted until you notify our office that you would like it taken down. *Please phone or fax this form, to the number above when your position is filled or when you no longer wish to have it advertised.*



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