



OFF-CAMPUS/COMMUNITY SERVICE WORK-STUDY JOB ANNOUNCEMENT

S T U D E N T E M P L O Y M E N T O F F I C E

Phone: 303-492-3548 Fax: 303-492-4544

www.colorado.edu/studentemployment

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: _____ ext. _____ Alternate Phone # _____ ext. _____

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

Fax # _____ E-mail _____

Agency Name _____

Address: _____

(Address, city, state, zip)

Est. of #hrs/week: _____ # of Positions Open: _____ Lifting Capacity: _____ Expiration Date: _____

*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.

Does this job address any of the following areas? (Leave blank if not applicable.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Education/Tutorial Services | <input type="checkbox"/> Public Training |
| <input type="checkbox"/> Community Improvement | <input type="checkbox"/> Environmental Improvement | <input type="checkbox"/> Rural Development |
| <input type="checkbox"/> Conservation Corps Program | <input type="checkbox"/> Health Care | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Crime Prevention | <input type="checkbox"/> Housing or Neighborhood | <input type="checkbox"/> Welfare or Social Services |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Human Services | <input type="checkbox"/> Youth Corps Program |
| <input type="checkbox"/> Service for the Disabled | <input type="checkbox"/> Literacy Training | <input type="checkbox"/> Other: _____ |

Are the services that your agency provides open and available to the general public? Yes No

Specific Job Duties and Qualifications:

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 agency have a website with a employment application information? Yes _____ No _____

If so the website address: _____

Remember to send the student to the Student Employment Office to complete the necessary paperwork. You must have the eligibility form before they can begin working for your agency.

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.**

Colorado
University of Colorado at Boulder