



University of Colorado at Boulder
Office of Financial Aid/Student Employment

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TO: Payroll Liaisons & Departmental Secretaries
FROM: Student Employment Office
DATE: May 12, 2008
RE: Work-Study Recruitment Mailing Opportunities

STUDENT EMPLOYMENT FRESHMAN/TRANSFER MAILING OPTION

Each year, the Office of Financial Aid/Student Employment prepares a mailing to all freshmen and transfer students who have been awarded work-study for the upcoming academic year. The purpose of the mailing is to assist students in locating a work-study job. Students are encouraged to respond by mail to the participating departments. The student is also sent a form to provide employers with information such as work experience, contact information, etc. The student is instructed to return this form directly to the department(s) of his/her choice. Last year, this mailing was sent to approximately 1100 students.

If your department wishes to advertise a work-study position in the Freshman/Transfer Student Mailing, we ask that you complete and return the top section of the attached form to us no later than July 7, 2008. You may print the form and send it to 77 UCB, fax it to us (x2-4544) or email it to stdemp@colorado.edu. In order to help defray the printing and mailing costs, we will be charging employers \$35.00 for each position advertised. A journal entry will be done using the FOPPS that you provide on the sign-up sheet, so ***please do not send us an IN***. A copy of the actual student mailing will be sent to all participating departments in July. Please return the completed form by the deadline date through campus mail or fax it to us at x2-4544.

DEPARTMENT MAILING LIST OPTION

We also offer a second option for employers who wish to prepare their own mailing to prospective work-study employees. We can provide lists for each of the following categories:

- * Students awarded work-study listed by major(s)
- * Freshmen, Sophomores, and Juniors who have been awarded work-study
- * All students who have been awarded work-study

A list will be e-mailed to you around July 14. There is a \$35.00 charge for each category that you request. This option is only available to employers through July 14, 2008. If you wish to order one of the lists to do your own mailing, please complete the bottom section of the attached sign-up sheet. Please return the completed form by the deadline date through campus mail or fax it to us at x2-4544.

If you have any questions pertaining to either of these mailing options, please contact Brenda Duran at x2-7349.

STUDENT EMPLOYMENT OFFICE
2008-2009 Freshman/Transfer Work-Study Mailing

FRESHMAN/TRANSFER MAILING. Cost: \$35 per job description. Deadline: July 7, 2008
Our office will prepare the mailing to prospective work-study employees.

Department Name _____
Campus Box

Contact Person _____
Phone Number _____
Fax Number

Speed Type & Account Code to be Charged _____
Email Address

Would you also like this job posted on the Web (and our Job Boards)? Yes _____ No _____

Complete the following for each job. Please copy for additional jobs.

Job Title _____ _____ _____
Pay Rate #Hrs/Wk #Positions

Duties/Qualifications (Please limit to space below)

Background check required? Yes: ___ No: ___

DEPARTMENT MAILING. Cost: \$35 per list. Deadline: July 14, 2008
Departments will prepare their own mailings to prospective work-study employees. We will provide an electronic list with home and email addresses. NO LABELS will be provided.

Department Name _____
Campus Box

Contact Person _____
Phone Number _____
Fax Number

Speed Type & Account Code to be Charged _____
Email Address

Select from list 1, 2 or 3 below at \$35 each: (note: option #1 includes up to 4 choices for \$35.00)

_____ 1. Work-study students by major (specify major and code. Code is 4 letter abbreviation)

A. _____ C. _____

B. _____ D. _____

_____ 2. Freshmen, Sophomores, and Juniors awarded work-study.

_____ 3. All students awarded work-study.

RETURN TO: Student Employment Office, 77 UCB (or) FAX (303) 492-4544