**To post student jobs**, use the instructions below to complete and submit the template on page 2. Completed job posting forms should be sent as WORD documents (NOT PDFs) to the Student Employment Office at **studentemploy@csuohio.edu**.

**JOB TITLE:** Identifies the job accurately. Should be unique (not just ‘Student

Worker’) so it can be located easily in Kronos and on the job board.

**DEPARTMENT:** Name of your department.

**JOB DURATION:** List semesters of employment or date range if short-term.

**FWS AWARD REQUIRED?** Indicate “Yes” or “No” only. If you cannot afford to pay a student out of your

budget, choose “Yes”. If FWS is preferred but not a condition of employment,

choose “No”. GA and department/grant-funded positions, choose “No”.

**REMOTE?** Indicate “Yes” if the job will or can be a remote one. Indicate “No” if the job requires that the student be present in-person on campus to do the position.

**JOB DESCRIPTION:** The following items should be listed here: Position Accountabilities (the day-to day duties and areas of responsibilities in order of importance); Qualifications (the abilities and knowledge the student is expected to bring to the job. May be required or preferred, but should be stated as such); Learning Objectives (what skills the student should expect to gain from this experience); Days/Times needed (especially if you need someone for a specific work schedule); GA position only: list what the tuition reimbursement will be along with the stipend amount.

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**HOW MANY STUDENTS**

**DO YOU EXPECT TO HIRE?** List an actual number, not a range. If not sure, list “1”.

**SALARY:** Hourly pay rate (must be actual number, not a range). GA positions: just list “GA” in this field

**REQUIRED DOCUMENTS:** List all documents you require, such as a resumé, cover letter, writing sample, unofficial transcript, class schedule, etc.

**SUPERVISOR:** Name and title of supervisor for this position.

**EMAIL TO SEND**

**APPLICATION DOCUMENTS:** List the email address where the résumé and any additional

application documents should be sent. No website links permitted.

**APPLICATION EXPIRATION:** Date you want the job posting to be de-activated on the job board. (Must put actual date; we have to choose a date on a calendar and cannot leave it ‘open-ended’. You may go as far into the future as you wish.)

Complete this form as a WORD document (NOT PDF) and email it as an attachment to the Student Employment Office at **studentemploy@csuohio.edu**. Retain a copy of this job posting so that you may attach it as required to the hiring forms of any applicants you choose for the position.

**CSU STUDENT EMPLOYMENT JOB POSTING FORM**

**JOB TITLE:**

*Type job title here.*

**DEPARTMENT:**

*Type department name here.*

**JOB DURATION:**

*Type semesters of employment or date range if short-term.*

**FWS AWARD REQUIRED?**

*Type YES or NO here.*

**REMOTE?**

*Type YES or NO here.*

**JOB DESCRIPTION:**

*Type the position accountabilities, qualifications, learning objectives, and days/times needed here. If this is for a GA*

*position, also include the tuition reimbursement and stipend amounts.*

**HOW MANY STUDENTS DO YOU EXPECT TO HIRE?**

*Type number here.*

**SALARY:**

*Type hourly pay rate here. If this is for a GA position, type “GA” here.*

**REQUIRED DOCUMENTS:**

*Type documents required here.*

**SUPERVISOR:**

*Type name and title of supervisor for this position here.*

**EMAIL TO SEND APPLICATION DOCUMENTS:**

*Type email address to receive applications here.*

**APPLICATION EXPIRATION:**

*Type date you want the job posting to be removed from the job board here.*