



Contract/ Posting #

STUDENT EMPLOYMENT VACANCY FORM

- All on-campus student employment vacancies must be listed with the Career Center before eligible students can be referred to you for an interview.
- Use this form to post a new job; keep a copy and send the original to the Career Center.
- To repost a vacancy that is already on file or to cancel a job posting, please call 765-285-5634, or email stujobs@bsu.edu.
- Wage rates above \$7.25 an hour must be approved by the appropriate Department Head, Dean, and Vice President. Request for higher wage rates for positions in Academic Affairs and Student Affairs must be accompanied by a statement of justification and a detailed job description.
- Use reverse side to submit job description and qualifications.

Department _____ FOAP _____

Contact Person _____ Job Title _____

Telephone _____ Email _____

Job title of New Position _____ Wage Rate/Stipend _____

Federal Work Study Only Yes No

Number of Openings _____ Start Date _____ Hours per Week _____

Required Work Schedule _____

Duration (Choose one): Academic Year Summer Temporary Year Round

Student Contact Procedure Call Stop by Office Email:

Documents to be included Application Resume Cover Letter References Other

Signatures

Department Chair or Director: _____ Date: _____
(Academic Affairs or Student Affairs)

*Dean's or Vice President's: _____ Date: _____
(Academic Affairs or Student Affairs)

(*If the wage rate exceeds \$7.25 an hour, the Dean's or VP's signature is required.)

Job Description (Describe the essential functions/duties.)

Qualifications

Required:

Preferred:

Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.