

Lucina Hall 220
ph: 765-285-2440
fax: 765-285-3757
www.bsu.edu/careers



JOB NUMBER
OFFICE USE ONLY

STUDENT EMPLOYMENT VACANCY FORM

INSTRUCTIONS: All on-campus student employment vacancies must be listed with the Career Center before eligible students can be referred for interviews with you. Use this form to post a new job; keep a copy and send the original to the Career Center. Once a job is on file with the Career Center, call 765-285-2440 or e-mail stujobs@bsu.edu to repost a vacancy for that same job. If we receive your job posting at least one hour before closing, we can usually post it the next work day. Call 765-285-2440 or e-mail stujobs@bsu.edu to cancel a job posting. See the reverse side for procedures for hiring student employees. Wage rates above the \$7.25 an hour campus minimum must be approved by the appropriate department head, dean, and vice president. If additional space is required for description or qualifications, please email to stujobs@bsu.edu or fax to 765-285-3757 with form. Requests for higher wage rates for positions in Academic Affairs and Student Affairs must be accompanied by a statement of justification and detailed job description*.

Department _____ FOAP _____

Contact Person _____ Title _____

Telephone _____ Fax _____ E-mail _____

Job Title _____ Wage Rate/Stipend _____

Job Description (Describe the essential functions/duties. See additional page below for important legal information.)

Required
Qualifications

Preferred
Qualifications

Number of Positions _____ Starting Date _____ Hours per Week _____

Days and Times _____ Federal Work-Study Only Y N

Student Contact Procedure – Call – Stop by – Email _____

*Dept. Chair/Director Signature _____ Date _____

*Dean's Signature _____ Date _____
(If wage rate exceeds \$7.25 an hour)

*Vice President's Signature _____ Date _____
(If wage rate exceeds \$7.25 an hour)