

# MILLSAPS COLLEGE

## *Student Employment Job Posting Form*

### DEPARTMENT INFORMATION

Name of Department: \_\_\_\_\_

Department Contact Name & Title: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### JOB INFORMATION

Job Title: \_\_\_\_\_

Number of Available Positions: \_\_\_\_\_ Deadline for receiving student applications? \_\_\_\_\_

Employment Timeline: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_ (Please Note: All on-campus jobs have a starting pay rate of \$7.25 per hour as of July 24, 2009.)

Job Description:

---

---

---

---

---

### JOB REQUIREMENTS

Complete the following information, if your position requires specific skills and/or experience.

Freshmen    Sophomore    Junior    Senior    No Preference

Preferred major(s): \_\_\_\_\_ Minimum GPA requirement: \_\_\_\_\_

Special skills, course work and certification required:

---

---

---

---

**RETURN THIS FORM TO BOX 150037**