

CAMERON UNIVERSITY

Request to Advertise a Student Employment Position

The following information is used to initiate a student employment position opening and create the job posting/advertisement. This procedure is required to assist with meeting hiring guidelines and provide equal opportunity for all students who apply for on-campus positions.

POSTING REQUIREMENTS: Student employment positions are required to be posted for five business days. In addition to this form, an electronic/editable version of the job description is required to post the position. Please email both documents to the Employee Coordinator, Brandy Myers Juarez (bmyersju@cameron.edu). For additional guidelines on Student Employment, please refer to the Employee Handbook.

Post a Student Employment Position

			SCHOOL/DEPARTMENT NAME:SUPERVISOR:			
SEMESTER:)	Fall	Spring	(Summer	
FUNDING:		Federal	State	(Either Federal/State	
DATE JOB IS A	VAIL	ABLE				
Signature of Approving Authority (Dean/			an/Dir)		Date	
					RESOURCES DEPARTMENT:	
		Date 1	Received	I	Date Posted	

Equal Opportunity/Affirmative Action Employer