### Job Posting Form For Supervisors

#### Job Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>Extension</td>
</tr>
<tr>
<td>Supervisor’s Title</td>
<td>Email</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td># of Positions Available</td>
</tr>
<tr>
<td>Work Hours</td>
<td>Hours Per Week</td>
</tr>
</tbody>
</table>

#### Job Responsibilities

**Major Responsibilities**

-  |
-  |
-  |
-  |

**Other Pertinent Information To Be Considered**

-  |

#### Qualifications

**Skills Needed**

-  |
-  |

**Prerequisites:**

- FWS Required
- FWS Preferred
- Open to All Students

**Class Level:**

- FR
- SO
- JR
- SR

#### Student Application Process

1. Students contact potential employers directly and set up an interview time that suits both parties.
2. Once hired, students must complete an Employment Agreement, W-4 Form, I-9 Form and Direct Deposit Form in the Center for Career Development before they can begin working.

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**Office Use Only**

Received By:  
Date:  
Date Posted:  