Manchester University

1. Hiring department: _____

2. Student job title: _____

3. Number of openings: _____

4. Explain in one or two sentences the general duties and responsibilities of the position:

    _____

    _____

    _____

5. List specific information regarding minimum requirements for knowledge, skills and abilities:

    _____

    _____

    _____

6. Work Schedule: _____

7. Approximate hours per week: _____

8. Employment start date: _____

9. Job posting expiration date: _____

Requested by: _____   Date: _____

PLEASE NOTE:

- All students must apply online via Spartan Jobs. Supervisors should encourage students to apply for consideration, not as a guarantee of employment.
- Postings remain on the website for a minimum of one week.
- Interview at least three students for each job, even if you are certain you have found the person you want to hire. This provides valuable experience to our students and you may find a more qualified candidate in the process.
- Please contact Human Resources when you have filled your position(s) so the posting can be removed.
- Ensure the student you hire has authorization from the Human Resources department **BEFORE** they begin employment.