



STATE WORK STUDY JOB POSTING REQUEST

As a service to our Washington State Work Study Employers, Seattle University provides free advertising for your approved positions. The information requested below will allow us to advertise the position according to your specifications. Your advertisement will remain active until we receive notification that the position has been filled. To close or activate an advertisement, call our office at (206) 296-6086.

- 1. Is the position currently available or filled?
2. If available, how many positions are available for this particular job title?
3. Are there specific hours/shifts or locations that you would like advertised for this particular job title?

(Do not include this information on the actual Job Description.)

- 4. Please provide the following names and phone numbers so that student applicants and/or our staff are able to contact the appropriate person.

Position Supervisor Phone ()

Contact Person * Phone ()

Application Instructions*

E-mail

* The person students will contact in order to apply for this position, if different from the position supervisor. Please provide specific application instructions for students who are interested in the open position.

Time Sheet Contact ** Phone ()

** The person we should contact if we have time sheet questions or there are discrepancies, if different from the position supervisor.

MAIL THIS COMPLETED FORM TO THE ADDRESS SHOWN ABOVE
OR
EMAIL IT TO US AT STUDENTEMPLOYMENT@SEATTLEUE.EDU