



# OFFICE OF STUDENT SUPPORT SERVICES STUDENT EMPLOYMENT PROGRAM Job Vacancy Announcement Form

Department: \_\_\_\_\_ Semester: \_\_\_\_\_

Completed By: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**Instructions:** This form must be completed to post job openings for students to view on the Student Employment webpage. Please list positions in the appropriate section (FWS, IWA, or GSP). A completed Student Employee Job Description form must be attached for each individual position listed. **Job openings will not be posted unless all information is provided and a Student Employee Job Description form is attached.** Please complete additional forms if needed. Submit to the Office of Student Support Services.

### Federal Work Study Positions Only

1) **FWS Position Title:** \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Number of students desired for this position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Office Location & Room #: \_\_\_\_\_

2) **FWS Position Title:** \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Number of students desired for this position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Office Location & Room #: \_\_\_\_\_

3) **FWS Position Title:** \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Number of students desired for this position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Office Location & Room #: \_\_\_\_\_

### Institutional Work Aid Positions Only

1) **IWA Position Title:** \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Number of students desired for this position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Office Location & Room #: \_\_\_\_\_

2) **IWA Position Title:** \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Number of students desired for this position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Office Location & Room #: \_\_\_\_\_

### Grants and Sponsored Program Positions Only

1) **GSP Position Title:** \_\_\_\_\_ Grant Budget Code: \_\_\_\_\_

Grant Title: \_\_\_\_\_ Number of students desired for this position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Location: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Office Location & Room #: \_\_\_\_\_