



Student Success Center (SSC)

Job Order Form

Business Name: _____

Position / Job Title: _____

Type: Full Time Part Time Temp Internship Volunteer

No. of Opening: _____

Start Date: ___/___/_____

Location: _____

Days/Hours to be Worked: _____

Rate of Pay / Wage: _____

Job Descriptions:

Job Qualifications: (skills, experience, requirements):

Contact Information:

How to apply: e-mail mail fax other, specify: _____

Contact Person: Name _____

Business Address _____

Telephone: _____

E-mail: _____

.....
Office Use Only

Position posted on ___/___/_____

Dated Closed: ___/___/_____