

CLEVELAND STATE UNIVERSITY JOB POSTING FORM

The following instructions are provided to assist you in meeting your talent needs. Please use as a guide where headings apply to create a job description:

EMPLOYER:	Name of Company Include Address. Website, About US & Logo (If applicable)
POSITION/JOB TITLE:	Identifies the job accurately. E.g. Marketing Intern
POSITION TYPE:	Full time/ Part-time/ Co-op/ Internships/ Academic Project/ Research/Practicum
POSITION SUMMARY: DESCRIPTION	Clear, concise, and brief (usually one to four sentences) description of overall job responsibilities.
POSITION ACCOUNTABILITIES:	Day-to-day duties and areas of responsibilities. Should be listed in order of importance.
ADDITIONAL DOCUMENTS REQUIRED TO APPLY:	Resumes / Cover Letter / Unofficial Transcript Include Special Instructions
POSTING DATES:	The date range you want the posting to remain active on CSUCareerConnection.
SALARY:	Hourly pay rate
DAYS/TIMES NEEDED:	Indicate any days, times, and hours per week that are expected to be worked. If you do not have specific requirements, indicate "Flexible".
QUALIFICATIONS:	Describes the abilities, knowledge, and certifications that the student is expected to bring to the job. May be required or preferred.
DESIRED MAJORS:	List of Majors Available at CSU may be found on the Career Services website.
DESIRED WORK: AUTHORIZATION	US Citizen / Permanent Resident / H -1 VISA
DESIRE CLASS LEVEL:	Freshman/Sophomore/Junior/Senior/Graduate
DESIRE DEGREE LEVEL:	Bachelor / Master's / Doctorate
LEARNING OBJECTIVES:	State what the student is expected to gain from this job. These should include all transferrable skills as well as any major-related skills.
CONTACT:	Name and title of supervisor for this position.
EMAIL TO SEND APPLICATION DOCUMENTS:	Select methods to receive student resumes: Email / Accumulate Online / Other
DEFAULT EMAIL FOR: RESUMES	Email to receive resumes / communication from Career Services

[your logo here]

About us:

EMPLOYER Name:

POSITION/JOB TITLE:

POSITION TYPE:

POSITION DESCRIPTION:

POSITION ACCOUNTABILITIES:

QUALIFICATIONS:

DESIRED MAJORS:

DESIRED CLASS LEVEL:

DESIRED DEGREE LEVEL:

SALARY:

DAYS/TIMES NEEDED:

LEARNING OBJECTIVES:

APPLICATION DOCUMENTS:

**ADDITIONAL DOCUMENTS
REQUIRED TO APPLY:**

WORK AUTHORIZATION:

FOR OFFICE USE ONLY

CONTACT:

EMAIL FOR CAREER SERVICES COMMUNICATION AND RESUMES:

POSTING DATES: