



Monte Ahuja College of Business

INFORMATION SYSTEMS

EMPLOYER: IS JOB POSTING REQUIREMENTS

PLEASE INCLUDE THE FOLLOWING IN YOUR IS CO-OP JOB POSTING

1. A brief description of the organization, as well as a corresponding web address, which should lead the student to more detailed information about the company.
2. Categorize the type of job and identify it with a label such as:
 - Information Technology - Help Desk
 - Information Systems - Business Analysis
3. State where the student will be required to report for work.
4. Categorize the type of employment status this job provides and identify it with a label, such as Co-Op, entry-level, 5+ years of experience, etc.
5. Job title
6. A brief description of the position including the anticipated responsibilities and duties, required proficiencies, preferred interests, majors, GPA, and class status, e.g., first year of two or second year of three.
7. Salary information. We prefer that you pay the student an hourly wage.
8. Number of positions available per semester or per year.
9. Application deadline and the length of time you would like the position posted.
10. State how you would like the applicants to submit their resumes. For example, students may mail, drop-off (in person), fax, email or apply online through the company's website.
11. Provide contact information for recruiter, if appropriate, including name, title, email address, phone number, fax number and street address.

MONTE AHUJA COLLEGE OF BUSINESS · IS CO-OP

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