

CAREER SERVICES  
POSITION POSTING REQUEST

Employer Date

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Date

Job / Position Title: \_\_\_\_\_ Reports to: \_\_\_\_\_

(Note Position)

Degree Area of Concentration \_\_\_\_\_

Position Type:          Internship          Part-time Position          Full-time Position

Total number of hours per week: \_\_\_\_\_ S

Is

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