



CHAMPLAIN COLLEGE JOB POSTING FORM

This form may be used as a guide when sending an email request or completed and returned in hard copy.

Job Title: _____ **Work-Study Position: Y__N__**

Position #: **N/A** Number of openings: _____ *Pay Level: _____

*All jobs are a Level I unless approved by Payroll

Supervisor: _____ Department: _____

Phone: _____ Email: _____

Job Responsibilities:

Minimum Job Requirements/Education and Experience:

Hours/Shifts Available: _____

How should the student contact you?

- Email
- Phone Call
- Stop by in person
- Send Resume

Return form to: Meg Sealey Box # 4 or email info to sealey@champlain.edu