Student Employment Job Posting Form

To add or remove a job posting, complete and submit this form via e-mail to stuemp@memphis.edu

Action Requested: Add Posting (Complete ALL information)

Remove Posting (Only complete Employment Type, Department, & Contact Person)

Employment Type: Regular Student Employment   Federal Work-Study

Semester Needed:

Date Needed: No. of Students Needed:

Department:

Location:

Job Description:

Duties: Typing   Computer Knowledge
(check all that apply)   Filing   Copying

Running Errands   Answering Phones

Hours:

Pay Rate:

Contact Person:

E-mail:

Contact Phone:

Fax Number:

University of Memphis | Student Employment Office | Tel: (901) 678-4825