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 Empl	oyment	
Semester Needed:	Fall/Spring 2018		
Date Needed:	August 1, 2018	No. of Students Needed: 1	
Department:	University Libraries, Administrative Office		
Location:	McWherter Library		
Job Description:	Assists with answering tel and greeting guests at fro	ephones, filing, running errands, copying, fil nt reception area.	ing,
Duties: (check all that apply)	☐ Typing☑ Filing☑ Running Errands	✓ Computer Knowledge✓ Copying✓ Answering Phones	
Hours:	15 - 20 hours per week		E
Pay Rate:	\$7.50/hr		
Contact Person:	Jill Green		
E-mail:	jdgreen6@memphis.edu		
Contact Phone:	901-678-8219		
Fax Number:	901-678-8218		

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

E-mail