

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:	<input checked="" type="radio"/> Add Posting (Complete ALL information) <input type="radio"/> Remove Posting (Only complete Employment Type, Department, & Contact Person)								
Employment Type:	<input checked="" type="radio"/> Regular Student Employment <input type="radio"/> Federal Work-Study								
Semester Needed:	<input type="text" value="Fall/Spring 2018"/>								
Date Needed:	<input type="text" value="August 1, 2018"/>	No. of Students Needed:	<input type="text" value="1"/>						
Department:	<input type="text" value="University Libraries, Administrative Office"/>								
Location:	<input type="text" value="McWhorter Library"/>								
Job Description:	<input type="text" value="Assists with answering telephones, filing, running errands, copying, filing, and greeting guests at front reception area."/>								
Duties: (check all that apply)	<table><tr><td><input type="checkbox"/> Typing</td><td><input checked="" type="checkbox"/> Computer Knowledge</td></tr><tr><td><input checked="" type="checkbox"/> Filing</td><td><input checked="" type="checkbox"/> Copying</td></tr><tr><td><input checked="" type="checkbox"/> Running Errands</td><td><input checked="" type="checkbox"/> Answering Phones</td></tr></table>			<input type="checkbox"/> Typing	<input checked="" type="checkbox"/> Computer Knowledge	<input checked="" type="checkbox"/> Filing	<input checked="" type="checkbox"/> Copying	<input checked="" type="checkbox"/> Running Errands	<input checked="" type="checkbox"/> Answering Phones
<input type="checkbox"/> Typing	<input checked="" type="checkbox"/> Computer Knowledge								
<input checked="" type="checkbox"/> Filing	<input checked="" type="checkbox"/> Copying								
<input checked="" type="checkbox"/> Running Errands	<input checked="" type="checkbox"/> Answering Phones								
Hours:	<input type="text" value="15 - 20 hours per week"/>								
Pay Rate:	<input type="text" value="\$7.50/hr"/>								
Contact Person:	<input type="text" value="Jill Green"/>								
E-mail:	<input type="text" value="jdgreen6@memphis.edu"/>								
Contact Phone:	<input type="text" value="901-678-8219"/>								
Fax Number:	<input type="text" value="901-678-8218"/>								

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

[E-mail](#)