



Student Employment  
Logan, UT 84322-1800  
Phone: (435) 797-0184  
Fax: (435) 797-0654

## Off-Campus Job Requisition Form

\*Please note that we can not accept commission only jobs.

Date: \_\_\_\_\_ Job Title: \_\_\_\_\_ Number of Positions: \_\_\_\_\_

Duration: start date \_\_\_\_\_ to end date \_\_\_\_\_

Hours per week: \_\_\_\_\_

Working Schedule: \_\_\_\_\_ Pay rate: \_\_\_\_\_

Description and/or Minimum Qualifications: (maximum of 70 words. If submission is over that, Student Employment will contact you to edit the description.)

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

Contact Name: \_\_\_\_\_ UMC: \_\_\_\_\_ Phone Number 1: \_\_\_\_\_

Phone Number 2: \_\_\_\_\_ Hide phone numbers: Y or N (circle one, at least one phone number is required for searching capabilities. If you choose to hide it, it will not be given out to the students.)

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Hide e-mail: Y or N (circle one, an email address is required if you wish to have your job details e-mailed to you. If you choose to hide it, it will not be given out to the students.)

I would like students to: (Check as many as apply)

Apply in Person  Call for an  Other: (specify) \_\_\_\_\_

I would like students to bring/send: (specify) \_\_\_\_\_

Posting Dates: start date \_\_\_\_\_ to end date \_\_\_\_\_

Keywords: \_\_\_\_\_ (words that describe your job to allow for search on the website.)

Prepared By: \_\_\_\_\_ SEO Verification: \_\_\_\_\_ Job Number: \_\_\_\_\_

Please make a copy for your records. You can fax this form to (435) 797-0654, Drop it off at the Student Employment Office, TSC, Room 106 or go on-line post this position at [www.usu.edu/studemp/offcampus/postjob.asp](http://www.usu.edu/studemp/offcampus/postjob.asp).