



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

Post Summer Job Form

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

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 240 characters. If submission is over that, Student Employment will contact you to edit the description.)

*Employer: _____ *Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

*Phone: _____ Extension: _____ Hide phone number: 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.)

Website: _____

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

Apply in Person Call for an E-Mail Fax Mail

Other: _____

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.