**Rolling hire:**
This position is continually hiring. Do not wait to apply!

**Duties and responsibilities:**
- Include the basic duties and responsibilities

**General qualifications:**
- Include the basic qualifications for the position. Information should be based upon the position level if various duties are assigned to different levels
- If you are requesting additional documentation such as a resume or writing sample, you can note that in this section.

**Evaluation procedure:**
- An evaluation procedure must be determined and noted.
- If you do not have an evaluation procedure, indicate ‘none’

**Classification levels (if applicable - use roman numerals):**
- If all students are paid the same rate while doing the same job, you do not have to include a classification level and can indicate ‘none’
- If there is a pay scale being used for students doing the same job, you MUST detail the hourly pay rate and how that might change based on a student’s level of experience.

**Scheduling and hours per week:**
- Include the hours during which a student might work. If applicable, you may also include the specific time frame or schedule that is required for the position.
- Include the minimum/maximum or number of hours required each week.

**Department location:**
- Include additional information if the department location is different from the ‘Job location’.

**Application process:**
- Submit application through Handshake
- Include additional application steps (if applicable)

**Supervisor(s):** Any supervisors of the position must be listed.

**Contact name(s):** Include the name of the contact person if different from the supervisor.

**Contact email(s):**
Rolling hire: (if applicable)
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Duties and responsibilities:

General qualifications:

Evaluation procedure:

Classification levels:

Scheduling and hours per week:

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Supervisor(s):

Contact name(s):
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