## **CAMERON UNIVERSITY**

## **Request to Advertise a Student Employment Position**

The following information is used to initiate a student employment position opening and create the job posting/advertisement. This procedure is required to assist with meeting hiring guidelines and provide equal opportunity for all students who apply for on-campus positions.

**POSTING REQUIREMENTS:** It is required to post a student employment position for five business days. All positions are posted on AggieAccess in the Student tab. <u>In Addition</u>, A Notice of Vacancy is required to post the position. For additional guidelines on Student Employment, please refer to the Student Employment Hiring Process Checklist or the Employee Handbook.

## **Post a Student Employment Position**

POSITION TITL	Æ:					
SCHOOL/DEPARTMENT#			SCI	SCHOOL/DEPARTMENT NAME:		
DEPARTMENT HEAD:			SUPERVISOR:			
SEMESTER:	)	Fall	Spring	(	Summer	
FUNDING:		Federal	State	(	Either Federal/State	
DATE JOB IS AV	VAIL	ABLE				
Signature of Approving Authority (Dean/Dir)					Date	
					RESOURCES DEPARTMENT:	

Equal Opportunity/Affirmative Action Employer

Date Posted \_\_\_\_

Date Received \_\_\_\_\_