



HANDSHAKE JOB POSTING FORM

All student employment job openings are required to be posted on Handshake, Wartburg College's online job board, for a minimum of 5 days before being filled.

Complete and submit this form along with a current job description to the Student Employment Office (studentemployment@wartburg.edu) to have an ad posted on Handshake for your student employment position opening(s).

DEPARTMENT: _____

STUDENT POSITION TITLE: _____

SUPERVISOR POSITION TITLE: _____

POSTING INFORMATION

NUMBER OF OPENINGS: _____

HANDSHAKE POSTING DATES: _____ TO _____

ALL APPLICATIONS SHOULD BE EMAILED TO: _____

IN ADDITION TO THE STANDARD APPLICATION, APPLICANTS SHOULD SUBMIT THE FOLLOWING:

- | | |
|---|--------------------------------|
| Cover Letter | Resume |
| Letter(s) of Recommendation | Sample Work |
| Class & Extracurricular Activity Schedule | Verification of Certifications |
| Other: | |

IN ADDITION TO HANDSHAKE, PLEASE ADVERTISE TO STUDENTS VIA THE FOLLOWING:

- | | |
|-----------------------------------|------------------------------------|
| Juice (Weekly E-Newsletter) | Digital Media (On-campus Monitors) |
| Posters, Brochures, & Table Tents | Mass Email |

WORK HOURS

TERM(S):

Fall Term	May Term
Winter Term	Summer

TIME(S):

Mornings	Weekdays
Afternoons	Weekends
Evenings	

HOURS PER WEEK:

SPECIFIC DAYS OR SHIFTS NEEDED:

Please submit a current job description along with this form to the Student Employment Office.