

EMPLOYMENT LISTING REQUEST

SAMFORD UNIVERSITY, CAREER DEVELOPMENT CENTER

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THIS FORM IS NOW AVAILABLE ONLINE AT :[HTTP:// www.samford.edu/cardev](http://www.samford.edu/cardev)

FULL-TIME JOB EMPLOYERS:

EMPLOYERS CAN POST "FULL-TIME DEGREED" POSITIONS AT: <http://www.samfordbulldogs.org>

TODAY'S DATE: _____ CONTACT PERSON: _____

COMPANY NAME _____ COMPANY CATEGORY-AS LISTED IN YELLOW PAGES _____

TELEPHONE (____) _____ FAX (____) _____ E-MAIL _____

ADDRESS _____

Home Page _____

TO APPLY: _____ TELEPHONE _____ RESUME _____ IN PERSON _____ E-MAIL _____ (APPLICATION DEADLINE) _____

TYPE POSITION: _____ FULL TIME _____ PART TIME _____ INTERNSHIP _____ SUMMER ONLY

_____ PART TIME NOW/FULL TIME SUMMER _____ TEMPORARY _____ PERMANENT

POSITION TITLE: _____

DESCRIPTION OF DUTIES: _____

COMMENTS _____

QUALIFICATIONS REQUIRED:

DEGREE REQUIRED: _____ YES _____ NO TEACHING CERTIFICATION REQUIRED: _____ YES _____ NO

_____ EXPERIENCE REQUIRED _____ WILL TRAIN

COMPUTER SKILLS: _____ Word Processor _____ Database _____ Spreadsheet _____ Data Entry _____ OTHER _____

OTHER SKILLS DESIRABLE: _____ Written and oral communication skills _____ Handle multiple priorities well _____ Aptitude for Math

_____ Self-Motivated _____ Problem-Solving _____ Organizational Skills _____ General Office _____ Telephone Skills _____ Customer Relations

OTHER _____

REQUIRED USE OF OWN AUTOMOBILE IN JOB? _____ YES _____ NO MILEAGE PAID: _____ YES _____ NO

WORK SCHEDULE:

DAYS REQUIRED TO WORK: _____ MINIMUM/MAXIMUM HOURS PER WEEK _____ FLEXIBLE _____ YES _____ NO

SALARY (Complete one): \$ _____ per hour \$ _____ per month \$ _____ per year COMMISSION ONLY: _____ YES _____ NO

PLEASE DO NOT PUT NEGOTIABLE.

DO YOU OFFER ANY FORM OF TUITION REIMBURSEMENT? _____ YES _____ NO COMMENTS: _____

ARE YOU AN ALUMNI OR SAMFORD UNIVERSITY, OR DO ALUMNI OF SAMFORD WORK IN YOUR OFFICE? _____ YES _____ NO

IF THIS POSITION IS AN INTERNSHIP, DO YOU PLAN TO OFFER IT AGAIN IN THE FUTURE? _____ YES _____ NO

THANK YOU FOR YOUR INTEREST IN SAMFORD UNIVERSITY STUDENTS.
A STUDENT'S APPLYING FOR A POSITION DOES NOT MEAN AN ENDORSEMENT IS GIVEN BY SAMFORD UNIVERSITY.
TO ADVERTISE YOUR POSITION IN SAMFORD'S NEWSPAPER, *Crimson*, please call 726-2474.