STUDENT WORKER JOB POSTING INFORMATION FOR PEOPLE ADMIN

OFFICE:	
JOB TITLE:	
PAY RATE:	
HIRING MANAGER:	
HOURS PER WEEK:	
DAYS WORKED:	
HOURS WORKED:	
JOB SUMMARY:	
REQUIRED QUALIFICATIONS:	
PREFERRED QUALIFICATIONS:	
JOB DUTIES:	
WORKING CONDITIONS & PHYSICAL EFFORT:	
POSTING OPEN DATE:	
POSTING CLOSE DATE:	
SPECIAL INSTRUCTIONS TO APPLICANTS:	

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DOCUMENTS NEEDED	*"Not Used", "Optional" or "Required"*
Cover Letter	
Resume	
Class Schedule/Other:	
Supplemental Questions that are part of the job posting:	1. Are you currently attending Millersville University or will be at the time of employment? 2. What days/hours are you available to work? 3. What is your current major/minor?
Additional supplemental questions you would like to add to job posting:	
Pass Message - *This message will go to the student if they are a successful candidate for the position. (If necessary, this can be changed)*	
Fail Message - *This message will to go the student if they do not meet the requirements for the position. (If necessary, this can be changed)*	