



Wartburg College Knightlink Job Posting Form

The completion of this form is required to have an ad for an on-campus student employment job opening posted on Knightlink, Wartburg College's online job board. Upon completion, please submit this form directly to the Student Employment Office in Luther Hall 212 or via email, studentemployment@wartburg.edu.

DEPARTMENT:

STUDENT POSITION TITLE:

SUPERVISOR'S TITLE:

POSTING INFORMATION:

NUMBER OF OPENINGS:

KNIGHTLINK POSTING DATES:

TO

ALL APPLICATIONS SHOULD BE SENT TO:

IN ADDITION TO THE GENERAL APPLICATION, APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:

Cover Letter	Resume
Letter(s) of Recommendation	Sample Work
Class / Extracurricular Activity Schedule	Verification of Certifications
Other	

IN ADDITION TO KNIGHTLINK, PLEASE ADVERTISE TO STUDENTS VIA THE FOLLOWING MEDIA OUTLETS:

Juice (Weekly E-Newsletter)	Digital Media (On-campus Monitors)
Trumpet (Campus Newspaper)	Social Media (Facebook, Twitter, etc.)
Flyers & Handouts	Email

WORK HOURS

TERM(S):

Fall Term

Winter Term

May Term

Summer

TIME(S):

Mornings

Weekdays

Afternoons

Weekends

Evenings

HOURS PER WEEK:

SPECIFIC DAYS OR SHIFTS NEEDED:

A separate document with the job description - outlining a list of essential job duties and job qualifications - will also suffice for the remaining portions of this form.

JOB DUTIES & RESPONSIBILITIES

SUMMARY OBJECTIVE:

ESSENTIAL JOB DUTIES:

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be added at any time with or without notice.

JOB QUALIFICATIONS

PHYSICAL DEMANDS:

Bend
Carry
Climb
Crawl
Kneel

Push
Reach
Stoop
Sitting
Lifting of (lbs):

ENVIRONMENTAL CONDITIONS:

Noise
Odors
Gases and/
or Fumes
Dust

Hazards
Extreme Temperatures
(Hot/Cold)
Exposure to Weather
Other

REQUIRED TRAINING & SKILLS:

Familiarity with specific computer software:

Please specify:

Familiarity with specific equipment:

Please specify:

Completion of specific coursework, training, experience,
skills, and/or certifications:

Please specify:

WAGES

POSITION CLASSIFICATION:

PAY RATE PER HOUR:

STIPEND:

