**Wartburg College**

**Request for KnightLink Job Posting**

The completion of this form is required in order to have an ad for an on-campus student employment job opening posted on Knightlink. Please submit completed forms directly to the Student Employment Office or via email, studentemployment@wartburg.edu.

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| **Department :** |  |
| **Supervisor Name :** |  |
| **Student Position Title :** |  |
| **Number of Openings :** |  |
| **Term(s) :** | **Fall** | **Winter** | **Summer** |
| **Hours per Week :** |  | **Wage per Hour :** | $7.25 |
| **Duties and Responsibilities :** |
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| **Job Qualifications :** |
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| \*An attached job description outlining a complete list of the position’s responsibilities, duties, and job qualifications will also suffice for this portion of the form.  |
| **Posting Dates for Position :** | 00/00/0000 | **to** | 00/00/0000 |
| **All applications for this position should be sent to :** | xxxx@wartburg.edu |
| **In addition to the general application, students should submit the following additional documents :** | *Ex. Cover Letter and Resume* |
| *Ex. Letters of Recommendation* |
|  |
| **Can the SEO post this ad using other media outlets (Trumpet, Page, Email, etc.)?** |  **Yes No** |