**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](mailto: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** | | |