



Wartburg College Handshake Job Posting Form

Complete and submit this form along with the appropriate job description to studentemployment@wartburg.edu to have an ad placed on Handshake – Wartburg’s online job board – to advertise position openings in your department.

DEPARTMENT:

STUDENT POSITION TITLE:

SUPERVISOR'S TITLE:

POSTING INFORMATION:

NUMBER OF OPENINGS:

HANDSHAKE POSTING DATES:

TO

ALL APPLICATIONS SHOULD BE SENT TO:

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

- | | |
|-----------------------------|------------------------------------|
| Juice (Weekly E-Newsletter) | Digital Media (On-campus Monitors) |
| Trumpet (Campus Newspaper) | Social Media Sites (i.e. Facebook) |
| Flyers & Handouts | Mass 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: