POSITION VACANCY FORM

EMPLOYER CONTACT INFORMATION (Note: Use a separate form for each posting):

☐ Mr. ☐ Mrs. ☐ Ms. First Name: ___________________ Middle Initial: _____ Last Name: ___________

Organization: ___________________ Title: ___________________

Address: ___________________ City: ___________________ State: ___________ Zip Code: ________

Country: ___________ Office Phone: ___________________ Cell Phone: ___________

Email: ___________________ Web Address: ___________________

POSITION VACANCY DETAILS (Note: Positions are advertised based on the information you provide in the following sections):

Position Title: ___________________ Job Start Date: ___ / ___ Job End Date: ___ / ___

Position Type: (Check one only) ☐ Internship ☐ Permanent ☐ Temporary (Short-term or Project Based Employment)

Rate of Pay: $_________ ☐ Hourly ☐ Bi-Weekly ☐ Monthly ☐ Annual ☐ Stipend ☐ Commission ☐ Unpaid

Estimated Number of Working Hours per Week: ___________ Number of Vacancies for this Description: ___________

Location of this Position: ___________________ Expiration Date of this Posting: ___ / ___

Resumes should be sent to: ___________________

OR Business Career Program collects resumes then sends to: ___________________

Must candidates be U.S. Citizens or Permanent Residents? ☐ Yes ☐ No

Will you consider candidates that require visa sponsorship? ☐ Yes ☐ No

STUDENT QUALIFICATIONS (Note: Please select the Degree(s) and Major(s) that are applicable to this posting):

☐ Associate’s Degree Programs

☐ Accounting Technology
☐ Associate of Technical Studies - Graphic Design
☐ Associate of Technical Studies – Web Design
☐ Business Management Technology
☐ Computer Network Administration
☐ Computer Software Specialist Technology
☐ Information Services & Support
☐ Pre-Business Administration
☐ Programming & Software Development

☐ Bachelor of Applied Organizational Technology (BAOT)

☐ Bachelor of Science in Informational Technology (BSIT)

☐ Master of Business Administration (MBA)

☐ CRM & Marketing Intelligence
☐ Finance
☐ Information Systems
☐ Leadership
☐ Operations Management
☐ Sales Leadership

☐ Entrepreneurship & Technology Commercialization
☐ General Business Administration
☐ Human Resource Management
☐ International Business
☐ Marketing
☐ Operations Management
☐ Organizational Leadership & Management
☐ Professional Sales
☐ Supply Chain Management

☐ Master of Science in Accountancy (MSA)

MINIMUM OVERALL GPA: _________ MINIMUM MAJOR GPA: _________

POSITION DESCRIPTION & APPLICATION INSTRUCTIONS (Note: Attach a detailed job description.)

Revised 3/2/2015