Job Requisition Template

**Compensation**

[INSERT HOURLY WAGE— must be at or above federal minimum wage]

**Hours**

[INSERT NUMBER OF HOURS—can work a maximum of 25 hours per week total during the academic semesters.]

**Job Description**

[BRIEF DESCRIPTION]

**Required Qualifications**

*[delete if not applicable]* **Applicants must be eligible for Federal Work-Study at the time of hiring and throughout employment.**

*[delete if not applicable]* Students applying for this position must pass a Criminal Background Check.

[INSERT ANY OTHER REQUISITES]

**Preferred Qualifications**

[INSERT ANY PREFERENCES – experience, major/minor/certificate, software knowledge, etc.]

**Education**

[INSERT ANY EDUCATION REQURIEMENTS— specific GPA minimum, completed semesters, available for academic year, etc.]

**How to Apply**

[INSERT APPLICATION INSTURCTIONS—add links to Qualtrics, Microsoft forms, BPLogix, etc. or any other method you use to ask supplemental questions to applicants]

**Hiring Committee**

Hiring Committee Chair: [*delete if not applicable]* [INSERT NAME of person in charge of hiring if it is someone other than the initiator of the job requisition]. Hiring committee chair will have access to move candidates through the hiring process. Only one person can be designated as chair

Hiring Committee Member(s): [*delete if not applicable*] [INSERT NAME(S)-if there are multiple people responsible for reviewing and screening and applicants]

**Contact Information**

For specific position details and questions: [INSERT CONTACT NAME AND EMAIL]