SEATTLE UNIVERSITY

ENROLLMENT SERVICES
Office of Student Financial Services
901 12th Avenue, PO Box 222000
Seattle, WA 98122-1090

Tel: (206) 220-8020 Fax: (206) 296-5755
financialservices@seattleu.edu

OFF-CAMPUS STUDENT EMPLOYMENT JOB POSTING POLICY

For an off-campus job to be posted on our student employment web site, it must meet the following criteria:

- ✓ The position's pay must be *at least* the current State Minimum Wage which, for 2013, is $9.19 per hour.
- ✓ The employer must adhere to all federal and state employment laws.
- ✓ The employer must ensure equal opportunity and the job description must contain no discriminating language or job titles.
- ✓ Students must be paid an hourly wage or salary. No commissioned or pyramid jobs will be posted. With the exception of summer camp or summer resort positions, students cannot receive services or room and board in trade for payment, nor can there be any initial set-up cost to the student.
- ✓ Non-paid internships and volunteer opportunities are not posted on our web site. Non-paid internships are advertised by contacting Career Services and volunteer opportunities are advertised by contacting either Campus Ministry or the Center for Service and Community Engagement.
- ✓ Employers must provide enough detail (including duties and qualifications) to allow the student to understand what the job entails and requires. Contact information is necessary (name, address, phone number and e-mail address) although it will not be posted online unless specified in the application instructions.

OUR SERVICE

- ✓ Our service is free.
- ✓ We post part-time jobs for 30 days unless we receive a call from the employer to close it earlier or to have it posted for a longer period of time.
- ✓ We keep non work-study jobs in our database so if you want to re-post your position at some point in the future, just call or email and we will re-activate the job immediately.
- ✓ We only accept faxed, mailed or e-mailed job ads. We don't take job information over the phone.
- ✓ If interested in posting flyers on campus for additional promotion, contact the Campus Assistance Center in the Student Center. On campus recruitment is coordinated by Career Services.

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OFF-CAMPUS JOB POSTING REQUEST

Seattle University's Office of Student Financial Services offers a free service to Seattle University students and the business community. We are happy to post part-time paid job openings for employers. To place an ad either fax the above information "Attention: Student Employment Coordinator" at the fax number shown above, e-mail the information to financialservices@seattleu.edu or mail this form to our office at the address shown above.

Employer Information

Employer's Name: _____

Address: _____
Street Address or PO Box City State Zip Code

Contact Person: _____

_____
Phone Number, Including Area Code E-mail Address

Job Information (Attached Additional Sheets if Necessary)

Job Title: _____

Job Description: _____

_____

_____

_____

_____

Job Qualifications: _____

_____

_____

_____

Application Instructions: _____

_____

_____

_____

Rate of Pay: $ _____ # of Hours per Week: _____ # of Available Positions: _____