SHIP Career Connection

Shippensburg University

On-Campus Student Employment (Reference Work Sheet for Employers)

REGISTER FOR SHIP CAREER CONNECTION		
FIELD	**EXPLANATION**	**YOUR RESPONSES**
Industry	• **Education** (mandatory) • **Others** (if applicable to your area)	
Organization Name	Shippensburg University – Your Office/Department Name	
Description	Brief description of your office	
Website	(if applicable)	
Services	**Mandatory:** Job Postings, Profile, Profile Viewable Contact **Optional:** On-Campus Recruiting, Career Fair, Information Sessions	
CONTACT INFORMATION		
Salutation	(Mr., Ms., Mrs., etc.)	
Full Name	Your First and Last Name (Middle optional)	
Title	Your Job Title	
Division	Academics, Student Affairs, Administration/Finance, etc.	
Email	Your email	
Phone	Office Phone #	
Cell Phone	Leave blank	
Fax	Your Fax # (if you want to list)	
ADDRESS		
Street	1871 Old Main Drive *(your address on line 2 – if you like)*	
City	Shippensburg	
State	PA	
Zip Code	17257	
Country	United States	
Enter phrase/image		
Submit button	Wait for approval; then you will be able to post positions	

POSTING POSITIONS IN SHIP CAREER CONNECTION		
FIELD	**EXPLANATION**	**YOUR RESPONSES**
Copy existing	If copying a previous position and majority of content is the same	
Position Type	Select "**On Campus Student Employment**"	
Title	Job Title of Position	

Job Description	Job description, requirements. ***If student must be Federal Work Study eligible, include that information.***	
Job Function	Select all that are appropriate (use Control key to select multiple options)	
Resume Receipt	Email Accumulate Online Other	
Additional Documents	Does not have to be filled in. Only if you request additional documents	
Requested Document Notes	If you request additional documents from students, you can further explain. How do you wish to receive these? If electronic, is there a format you want documents to be in?	
Attachments	Some options: **Application** (if your office has an application you require students to complete as part of process) **Detailed Job Announcement Flyer/Brochure** about your office	
Display Contact Information to Students	Check box if you want information provided	
Posting Date	Date you want position to be visible to students	
Expiration Date	Date position will no longer be visible to students	
Work Period	Academic Year Summer	
Class Level	Select all class levels you will consider hiring (to select multiple options, use the Control Key)	
Hours Per Week		
Hourly Wage		
Duration	How long position is expected to last	
Federal Work Study	**Yes** or **No** (if you do not know, contact the Financial Aid Office for assistance in determining)	
On Campus	**Yes** or **No** (Is position on- or off-campus?)	
Required Work Schedule	If you need students to be available during specific times, you can include that information in this field	
Submit button	Wait for position to be approved	