**The University of Akron**

 Simmons Hall Room 202 ■ 277 E. Buchtel Avenue ■ Akron, OH 44325-6211 ■

 **Regular Student Employment: 330-972-7405** ■  **Federal Work Study: 330-972-8074**

## Student Employment Job Opening form

The department interested in hiring a student should complete this form (please type) and **e-mail it** as WORD document to Tanya Daniluk, Assistant Director, Financial Aid Office, at tanya3@uakron.edu

**Please provide the following information:**

1. Job Title
2. Department
3. Location
4. Contact information: contact person; phone; e-mail address
5. Number of students needed
6. Job description
7. Desired skills and qualifications
8. What skills will the student develop? (if applicable)
9. Regular Student Employment or Federal Work Study or Both?
10. Pay Rate
11. Hours / week
12. Job application instructions (**please require resume**)
13. Additional information / times needed