Employer Job Posting Form

Employer Information:
Company Name: ________________________________________________
Employer Contact: ____________________________________________
Address: _______________________________________________________
City, State, Zip: __________________________________________________
Telephone: __________________ Fax: ________________________________
E-mail: _________________________________________________________
Website: ________________________________________________________

Site Supervisor: _________________________________________________
Telephone: __________________ E-mail: _____________________________

Position Information:
Position Title: ___________________________________________________
Work Location: ___________________________________________________
Starting Date: __________________ Ending Date: ______________________
Work Term: _______Full time _______Part time Work Hours: ____________
Compensation: _______/Hour _______/Week _______/Commission Other: _______
Additional benefits: _______________________________________________
Required GPA: ________ Desired Majors: _______________________________

Job Description (REQUIRED. Please attach additional pages if needed):
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Preferred Application Process:
______ Resume ______ Online ______ Transcripts ______ Portfolio ______ Employer Application

Employers are encouraged to follow principles for professional conduct set forth by the National Association of Colleges and Employers (www.naceweb.org/principles/).

RETURN INSTRUCTIONS--Mail, fax, or email completed form to:
Sara Wise, Coordinator of Employer Relations
Coastal Carolina University Career Services Center
PO Box 261954
Conway, SC 29528-6054
843.349.2889  Fax 843.349.2718  swise@coastal.edu

FOR CCU USE ONLY
Date Received: ______________________ ______ Approved ______ Not Approved