



Student Employee Job Posting

Hiring Managers: Complete and return this form to OWU Human Resources at Studentemployment@owu.edu
Remote Employment is not available for Students

- 1. Department/Division:
- 2. Supervisor Name:
- 3. Supervisor Phone:
- 4. Supervisor Email:

Additional staff/faculty needing access to view Student Employee applications:

Name: _____ Email: _____
Name: _____ Email: _____

All students who wish to be considered for a position regardless of whether they have worked for OWU previously must submit an application. Returning students are not automatically rehired and will only be considered after completing the application process requiring students to apply each academic year ensures fairness, accountability, and alignment with current needs.

- 1. Number of Openings:
- 2. Hours per week:
- 3. Title:

Employment Term: Fall & Spring ____ OR Semester: Fall Only ____ Spring Only ____ Summer Only ____

Purpose/Objective of the Role:

Tasks & Responsibilities:

Qualifications/Skills:

Potential Future Career Benefit:

Date to Remove Posting: