

Student Employment Office (SEO) Jobnet Position Description



Dartmouth College

Student Employment Office
start working toward your future

7 Lebanon Street, Suite 203
(603) 646-3641 · www.dartmouth.edu/~seo

Please complete this form, save it to your files, and then email as an attachment to Student.Employment.Office@Dartmouth.edu. SEO will create the position in our system and reply to confirm your Jobnet position number and its posting status.

SEO Jobnet #: _____ (This field will be completed by SEO if it is a new position request)

Department: _____

Job Title : _____

(Short titles are encouraged. Only 15 characters of title will be visible to students in e-timecards.)

Hours per week: (a range is fine) _____

How should interested students apply for this position? (check all that apply)

- E-Mail Walk-in/In-person Phone Not accepting applications
 Other- Please explain: _____

Where is the position located? On Campus Off Campus

Will you consider: Any eligible student, regardless of federal work-study
 Federal work-study applicants ONLY

For which terms do you wish this position to be available? (check all that apply)

- Summer Fall Winter Spring Interim

Should this position be advertised in Jobnet (online search database) immediately?

- Yes. I am currently seeking applicants for this position.
 No. I will contact SEO when I need the position advertised on Jobnet.

Hourly Rate of Pay (range): Min: \$ _____ Max: \$ _____

Contact Name for Applicants: _____

Contact Title: _____

Contact Telephone: _____ HB: _____

Contact Email address: _____

Supervisor Name: _____

Office Location: _____

City: _____ State: _____ Zip: _____

Job Purpose within organization: *Information required- not visible in job advertisement.*

Examples: Support departmental administrative functions. Assist professor with research and class preparation. Officiate team sports for students, faculty & staff of Dartmouth College. Provide language conversational experience to non-native speakers.

Job Description & Requirements:

Position Classification (select only one):

- Academic Support/Tutor/Teaching Assistant
- Athletics/Outdoor Activities
- Computing/Tech Service
- Libraries
- Programming/Events/Outreach/Marketing
- Other
- Arts (Music, Theater, Museums)
- Child Care
- Food Service/Dining
- Office/Administrative Support
- Research

Comments for applicants:

Additional Comments for SEO:

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