|  |  |
| --- | --- |
| **Eligibility Criteria:** | **Only current/incoming Rollins students will be considered for this position.** …..  CCLP/Student Employment will edit this section as it differs depending on the position type: work study, frueauff, department-funded, grad assistant. |
| **Position Summary:** | **Job Description:** Enter a brief description of the job, expected duties, etc.  **Anticipated Employment Dates:** Enter Start & End  **Supervisor Name, Department:** Enter your name and Hyperlinked dept. name.  **Scheduled Hours**: Enter information about the number of hours/week the student will be expected to work, and whether the hours are flexible based on the student's class schedule. Be specific if you're looking for a student who can fill specific time slots.  **Work Environment:** Describe the work environment and expectations, for example: office environment, lab, working outside, ability to lift 25bs, walking across campus etc. |
| **Desired Qualifications/Special Skills** | Enter your key qualification preferences. What must a student already know, or be inclined to, prior to working in your department?   * Item one * Item two * Item three |
| **Anticipated Learning Outcomes:** | Enter anticipated learning expectations for students.   * Item one * Item two * Item three |
| **Number of Available Positions:** | Also indicate if the positions are:   * Full year * Semester (Spring, Summer, Fall) |
| **Additional Information:** | DO NOT EDIT THIS SECTION.  You will receive a confirmation e-mail once you have successfully completed the application process. This serves as verification that your materials have been received. Due to the volume of employment applications received by the College, only those students selected for interviews will be contacted.  If you have any questions about your résumé, cover letter, or how to make yourself more competitive on a job application, you're encouraged to check out the resources found in the left hand menu of your [**Handshake**](https://rollins.joinhandshake.com/login)account, and/or schedule an appointment with the Center for Career & Life Planning.  The Center for Career & Life Planning (CCLP) encourages students to visit the following website for more information on student on-campus jobs: [www.rollins.edu/studentjobs](http://www.rollins.edu/studentjobs). |