**Career Services Center**

261 Schwartz Center, Kent, Ohio 44242-0001

**Phone:** 330-672-2360 **Web**: www.kent.edu/career
**Email *Position Information Form* to: cscjobs@kent.edu**



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| **Organization/Contact Information** |
| Organization Name: | Contact Person: |
| Mailing Address: | Title: |
| City:State**:** Zip: | Phone: |
| Website (if available): | Email: |
| Organization Description:  |  |
| **Internship/Job Information** |
| Hourly Pay Rate: (**Required** for non-degreed jobs/internships) | Keep hourly pay rate private? (not viewable to candidates)  \_\_\_\_\_ Yes \_\_\_\_\_ No |
| Anticipated Start Date: | Job Posting Expiration Date:  |
| Hours Per Week: | Number of Positions: |
| Internship Title: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time |
| Job Title**:** \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time |
| How would you like candidates to apply? |
| Duties/Responsibilities: |
| **Desired Candidate Qualifications** |
| Major(s): | Class Level: | GPA: |
| Knowledge/Skills/Abilities:   |

12/17/13