



Career Services Position Posting Requisition

Employer Data

Organization Name _____ Phone _____

Contact Person _____ Title _____

Email _____ Fax _____

Address _____

City/ST/Zip _____

Position Data

Job/Position Title _____ Reports to _____
(Note Position)

FLS Classification Exempt/Salaried Non-exempt/Hourly

Duties and Responsibilities:

Qualifications & Skills (Check those that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> MS Access | <input type="checkbox"/> Billing | <input type="checkbox"/> High School/GED |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Coding | <input type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Communications, Verbal | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Communications, Written | <input type="checkbox"/> No experience req'd. |
| <input type="checkbox"/> Word Perfect | <input type="checkbox"/> Customer Service | <input type="checkbox"/> 3-5 years experience |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Project Management | <input type="checkbox"/> >5 years experience |

Degree Area of Concentration: _____

Special Skills Required: _____

Employment Information (Check those that apply)

Full-time Part-time Temporary Part-time Regular

Total number of hours per week _____

Days of week

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Salary Range _____

Benefits

Health Dental Optical Prescription Retirement

Application Procedures (Check those that apply)

Apply: In person Online Via Email Fax Career Services

Required: Application Resume Cover Letter

Deadline for application _____

Notice to employers: *Southern State Community College does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, disability, sexual orientation, and/or gender identity.*

To be completed by SSCC Career Services

Requisition Date _____ **Requisition Number** _____

Posting Date _____ **Removal Date** _____