

Job Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Job on IES? Yes  No  Does this position have Supervisory responsibilities? Yes  No

Required Education: \_\_\_\_\_

Required Related Experience: \_\_\_\_\_

Preferred Education/Experience: \_\_\_\_\_

Physical Requirements: \_\_\_\_\_

Shift/Hours: \_\_\_\_\_

Job Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills/Knowledge/Abilities: \_\_\_\_\_

Preferred Major(s): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Primary Contact's Phone: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Job Open Date: \_\_\_\_\_ Deadline to Apply: \_\_\_\_\_

Driving Responsibilities: Yes  No  Supervisor's Backup: \_\_\_\_\_

Require Resume? Yes  No  Require Cover Letter? Yes  No

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**COLLEGE/DEPARTMENT MATCHING REQUIREMENT (17%)**

UK Colleges or Departments are required to pay seventeen percent (17%) of the gross wages paid out to their Federal Work-Study student(s). This amount will automatically be charged to the college or departmental cost center provided below. Charges will be posted according to the bi-weekly payroll schedule.

*Note: WBS elements may not be used.*

17 % Cost Center: \_\_\_\_\_ Background Check CC: \_\_\_\_\_

5-Digit Department #: \_\_\_\_\_

Person to Receive 17% Charge Detail Information: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_