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:** _____

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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   ○ Arts (Music, Theater, Museums)

○ Athletics/Outdoor Activities   ○ Child Care

○ Computing/Tech Service   ○ Food Service/Dining

○ Libraries   ○ Office/Administrative Support

○ Programming/Events/Outreach/Marketing   ○ Research

○ Other

Comments for applicants:

Additional Comments for SEO:

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