



# Job Posting Form



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

Organization Name \_\_\_\_\_

Website Address \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Compensation: \$ \_\_\_\_\_  Per Year  Hour  Week  Month  Stipend Other \_\_\_\_\_

What kind of position? (Check all that apply)  Professional  Summer  Student Employment

**Job Description and Requirements:** (attach additional sheet if necessary)

How would you like candidates to apply? (Check all that apply.)

- E-mail  Phone  Website
- Mail  Fax

What contact information would you like to be listed on your posting for candidates to see? (Check all that apply.)

- E-mail  Phone  Website
- Mail  Fax

Number of positions available: \_\_\_\_\_

Post this position:  Always active (ongoing)  30 days  60 days  \_\_\_\_\_ days Until deadline: \_\_\_\_\_

### SUBMIT COMPLETED FORM TO:



Career Development Office  
SUNY Fredonia  
Fredonia, New York 14063

Fax: (716) 673-3593  
E-mail: [careers@fredonia.edu](mailto:careers@fredonia.edu)

Questions?

Phone: (716) 673-3327  
Website: [www.fredonia.edu/cdo](http://www.fredonia.edu/cdo)