1. Title: (i.e. Research Assistant)

2. Job Description: Include summary of duties and responsibilities required for the position

3. Additional Documents to Apply: A resume is required. Do you also want a cover letter?
   ☐ Yes ☐ No

4. Contact Person: Person that will receive resumes from applicants

   Name Phone number (include area code)

   Email

5. Work Authorization: Eligible for the Job (select all that apply)
   ☐ US Citizen
   ☐ Permanent Resident
   ☐ H-1 Visa
   ☐ Optional Practical Training (F1Visa)
   ☐ Curricular Practical Training (F1 Visa)

6. Posting Date: The date the position is viewable to students (MM/DD/YYYY)

7. Expiration Date: The last date you are accepting applications (MM/DD/YYYY)

8. Class Level: Eligible for the Job (select all that apply)
   ☐ First Year
   ☐ Sophomore
   ☐ Junior
   ☐ Senior
   ☐ P1
   ☐ P2
   ☐ P3
   ☐ P4

9. Desired Majors: Eligible for the Job (select all that apply)
   ☐ Health Sciences
   ☐ Pharmacy
   ☐ Pre-Pharmacy

10. Salary Level: Text (i.e. competitive) or a Dollar Amount (i.e. $8 an hour)

11. Company and location of the job: (City, State)

12. Degree Level Eligible for Job: (select all that apply)
    ☐ Bachelor
    ☐ Doctorate