

**UNIVERSITY OF NORTH CAROLINA AT WILMINGTON  
CAREER SERVICES  
Job Order**

1. Number of Student Vacancies \_\_\_\_\_
2.  Federal Work-Study Student  
 Work-Assistance Student
3. Employer/UNCW Department \_\_\_\_\_ Date \_\_\_\_\_
4. Address: Building \_\_\_\_\_ Room No. \_\_\_\_\_
5. Contact Person \_\_\_\_\_ Ext. \_\_\_\_\_
6. Position Available \_\_\_\_\_ Level \_\_\_\_\_
7. Job Duties \_\_\_\_\_  
\_\_\_\_\_
8. Necessary Job Skills or Requirements \_\_\_\_\_  
\_\_\_\_\_
9.  Hourly Pay Rate \_\_\_\_\_ Approx. Hours Per Week \_\_\_\_\_  
 Flat Pay Rate \_\_\_\_\_ Payment Basis \_\_\_\_\_  
*(If applicable for work-assistance students) (Example: 6-day seminar working approx. 3 hours per day)*
10.  Flexible Hours  
 Scheduled Hours: Hours and Days Per Week \_\_\_\_\_
11. Date Assignment Begins \_\_\_\_\_ Date Assignment Ends \_\_\_\_\_
12. Other Information \_\_\_\_\_

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**FOR CAREER SERVICES USE**

UNCW placement date: \_\_\_\_\_  
Job cancelled by department: \_\_\_\_\_  
Name(s) of students: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Distribution: Forward completed form to Career Services.*