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 ___________________________________________________________

FOR CAREER SERVICES USE

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

Distribution: Forward completed form to Career Services.