

## OFFICE OF CAREER SERVICES • JOB POSTING FORM

Albertus Magnus College adheres to applicable federal and state EEOC laws, regulations, standards, and guidelines, and offers employment information without regard to race, color, religion, gender, national origin, sexual orientation, disability, citizenship, or identity as a military veteran unless legally required. Furthermore, the Office of Career Services strives, in good faith, to work only with those employers who subscribe to EEOC guidelines. With regard to professional conduct of job seekers, employers, and career services professionals throughout the recruiting process, the Office of Career Services seeks to abide by the Principles for Professional Conduct set forth by the National Association of Colleges and Employers (NACE).

Please visit our website at [www.albertus.edu](http://www.albertus.edu) for additional guidelines and information. Thank you.

\_\_\_\_\_ Full-time      \_\_\_\_\_ Part-time      \_\_\_\_\_ Summer

Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours: \_\_\_\_\_ Salary: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer E-Mail: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Application Deadline: \_\_\_\_\_

Application Documents Required: \_\_\_\_\_ Resume    \_\_\_\_\_ Cover Letter    \_\_\_\_\_ List of References

Other (please specify) \_\_\_\_\_

**Postings will remain active for one month or until application deadline.**

**Mail To:** Amy Wilson, Career Center Assistant, Albertus Magnus College, 700 Prospect Street, New Haven, CT 06511-1189

**Or Fax To:** Amy Wilson at (203) 773-8984

OFFICE USE ONLY

Date Posted: \_\_\_\_\_ Initials: \_\_\_\_\_