|  |  |
| --- | --- |
|  | G:\Career Development Services\Logos\WorkSource_NEW.jpg |

|  |  |  |  |
| --- | --- | --- | --- |
| **External Job Posting** |  | **Date Posted:** | Click to enter a date. |

## Company Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** |  | | |
| **Industry:** |  | | |
| Company Website: | |  | |
| Company Overview: | | |  |

## Position

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | | |  | | | | | | | | | | | | |
| **Location:** | | | | | |  | | | | | | | | | |
| **Openings (#):** | | | | | | |  | | | | | | | | |
| **Application Deadline:** | | | | | | | | | |  | | | | | |
| **Pay:** | |  | | | | | | | | | | | | |
| **Start Date:** | | | | | |  | | | | | | | | | |
| **Hours:** | | | | | Full-Time | | | | Part-Time | | | | | | |
| **Shift:** | | | | Days | | | | Swing | | | Nights | | Weekends | Other | |
|  | If other, please specify shift: | | | | | | | | | | |  | | | |

## Job Description

|  |
| --- |
| **Overview** |
| Click here to enter text |
| Re**sponsibilities/Duties** |
| Click here to enter text |

## Qualifications

|  |
| --- |
| **Minimum Qualifications** |
| Click here to enter text |
| **Key Qualifications** |
| Click here to enter text |

## How to Apply

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preferred Method of Application: Choose an item. | | | | | |
| Online Application Link: | | |  | | |
| Application Requirements: | | |  | | |
|  | Online Application | Resume | | Cover Letter | Other |

|  |  |  |  |
| --- | --- | --- | --- |
| Can applicants contact hiring manager directly? | | | |
| Yes | | No | |
|  | | |  |
| If yes, please provide Hiring Manager’s information: | | | |
|  | Name: | |  | |
|  | Title: | |  | |
|  | Phone: | |  | |
|  | Email: | |  | |

## Steps to Submit Application

|  |  |
| --- | --- |
| Does this position meet the job posting guidelines listed on [South Seattle College’s Worksource webpage](https://southseattle.edu/worksource/employers) ? | |
| Yes | No |

**Once External Job Posting form is fully completed please email to** [**Worksource@seattlecolleges.edu**](mailto:Worksource@seattlecolleges.edu)

**If your organization would like to attach additional promotional marketing for a position please convert to PDF format and include in email to** [**Worksource@southseattlecolleges.edu**](mailto:Worksource@southseattlecolleges.edu) **with External Job Posting request.**

ONLY FULLY COMPLETED FORMS THAT MEET THE JOB POSTING GUIDELINES WILL BE REVIEWED AND SHARED WITH FACULTY, STAFF, AND STUDENTS OF TARGETED ACADEMIC PROGRAMS. SOUTH SEATTLE COLLEGE RESERVES THE RIGHT TO OMIT ANY POSTINGS NOT DEEMED TO MEET JOB POSTING GUIDELINES AND STANDARDS.

TO POST VIRUALLY PLEASE GO TO: <https://www.worksourcewa.com/>