



Lander University Career Services Office

320 Stanley Avenue • Greenwood, SC 29649

Email: careerservices@lander.edu • Web: www.lander.edu/student-life/career-services

Phone: (864) 388-8404

Lander University Student Employment

Job Description Request

Department:

Department ORG# to be charged:

Department INDEX # to be charged:

Supervisor:

Phone:

Room#:

E-mail:

Length of Employment (Check all that apply)

- Fall Semester
- Spring Semester
- Summer Session
- Other (specify dates)_____

FWS Required: YES NO

Job Title for Student Position (Required):

Job Duties:

Job Qualifications:

Wage Range: Pay Level 1: \$7.25

Hours Available:

Supervisor Signature: _____

Date: _____

Printed/Typed Name: _____

Phone: _____

Department Head Signature: _____

Date: _____

Printed/Typed Name: _____

Phone: _____