



Office of Human Resources
Summer Employment- Position Description Form

INSTRUCTIONS: Please complete each portion of this form. The information that you provide will be used to post the position on the summer employment section of the Hartwick College web site. Upon completing the form, please forward to your Vice President for approval. If you have any questions, please contact Human Resources.

Date: _____

Position Title: _____ Number of Positions: _____

Department: _____

Status: _____ Full-time (35 hrs/wk) _____ Full-time (40 hrs/wk – Housing & Facilities)

_____ Part-time (_____ hrs/wk)

Position Schedule (e.g. Mon. – Fri., 9AM – 5PM): _____

Dates of Employment (beginning and end): _____

Supervisor: _____

Description: _____

Qualifications: _____

Submit application to: _____ Telephone: _____

Applications for Summer Employment may be picked in the offices of Financial Services or Human Resources. They are also available in the employment section of the Hartwick College website. It is the responsibility of the applicant to contact the supervisor listed above if he/she is interested in a summer position.

Vice President: _____ Date: _____