

**FAYETTEVILLE STATE UNIVERSITY
OFFICE OF CAREER SERVICES
JOB LOCATION AND DEVELOPMENT (JLD)
EMPLOYER VACANCY ANNOUNCEMENT**

1. Please use this format for listing all jobs. **Job information may be submitted by fax at 910-672-1684** or mail to: Devin Sturdavant, Coordinator of JLD, Fayetteville State University, 1200 Murchison Road, SBE Building, Suite 230, Fayetteville, NC 28301. If you need to speak with the JLD Coordinator, please call 910-672-1100.
2. Please reproduce this form to fax additional jobs, as they become available for our students.
3. **All jobs must have a physical location, contact person, phone number, and salary information listed in order to be posted.**
4. Jobs are posted on the Internet for 30 days unless otherwise specified.
5. Monthly follow-ups are conducted to see if the job has been filled and if a FSU student was hired. **Please devise a system for identifying FSU students being hired. You may use the "Monthly Hire Report" form included in this packet.** This information is vital to our program.
6. The Job Location and Development program is federally funded, and it is important that we get the names of FSU students hired. The information can be mailed, faxed, or phoned in.

Date: _____ Position: _____ Number of Openings: _____

Type of Job: Perm P/T _____, Temp P/T _____, Sum P/T _____, Sum F/T _____, Full Time _____

Employer: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Job Duties: _____

Required Skills: _____

Hours: _____ Days: _____ Wages: _____

Comments: _____

Fayetteville State University (FSU) subscribes to a policy of nondiscrimination. We make our facilities available only to employers whose practices are consistent with this policy. FSU is an equal opportunity employer. All employment decisions are made without consideration of race, sex, color, religion, national origin, age or disability. Please verify that you are an equal opportunity employer complying with Title VII of the Civil Rights Act of 1964 and other Federal laws, ordinances and Presidential Executive Orders by signing the statement below.

This is to certify that _____ is an equal opportunity employer – who does not discriminate on the basis of race, color, religion, sex, age, disability or national origin while hiring, compensating, promoting, and training.

Name & Title (Please Print)

Signature & Date