



TEXAS TECH UNIVERSITY

Student Employment Center™

All Information Must Be Completed In Order to Post Position

Once a Position is Filled Please Call or Email Our Office at Your Earliest Convenience

Position Posting Information



Department/Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Phone Number: _____

Email: _____ Website: _____

Fax: _____

Contact Person(s) *First & Last*: _____ Title of Contact Person(s): _____

Available Position(s): _____ Number of Openings: _____

Description/Duties: _____

Requirements/Qualifications: _____

Specific Days (check those which apply):

Sun	M	T	W	Th	F	Sat

Vehicle Required: Yes___ No___

Drivers License Required: Yes___ No___

Hours Daily: _____

Min. Hours Weekly: _____ Max Hours Weekly: _____

Start Date: _____

Wage: _____ per hour

How would you like student to apply? _____

***It is our goal to provide students with the most current job opportunities.
It is of high importance that the employer contact our office with the student's name if a job
is filled.***

You may e-mail us at student.employment@ttu.edu or Call Us.

(806) 834-2919

(806) 742-4632 Fax

Please Indicate the Position Type

_____ Federal Work Study _____ Part-time Student Employment