

eRecruit – Student/Non-Student Approved Language for Temporary Job Openings

Application Deadline:

- ❖ Job openings are posted for a minimum of 3 business days. This job may be removed from the **UMJobs.org** and filled anytime after the minimum posting period has ended.
- Note:** This language is required if department plans to conduct interviews prior to job opening close date.

Work-Study Positions:

- ❖ Work-study eligible students only.
- ❖ Must have been awarded work-study funding for 2011-2012 (sample)

UM-Flint Student:

- ❖ Position open to UM-Flint students only.

Work Location:

- ❖ Position is located at 213 University Pavilion, University of Michigan-Flint

Cover letter/resume:

- ❖ In order to be considered for this position, you must apply online at www.umjobs.org. A cover letter confirming your eligibility for work-study must be included with your resume. Cover letter and resume must be uploaded as (1) document.

Position(s) driving University vehicles:

- ❖ Candidates must possess a valid driver's license with less than 6 points.

Positions which require special Licensing/Certifications:

- ❖ Job Opening must include language which specifically state which license/certification is required.
Example: Nurse practitioner requires an RN degree.
- ❖ Current licensure as a Licensed Practical Nurse in the State of Michigan

Positions requiring candidate(s) to have completed certain coursework, or currently enrolled in certain courses:

- ❖ Undergraduate/Graduate standing in a social science or related field

Required Work Schedule:

- ❖ Flexible hours – all shifts.
- ❖ Schedule varies week to week
- ❖ Occasional weekends may be required

- ❖ This position is a two to three month position (example)
- ❖ Available to work 10-15 hours per week (example)

Responsibilities

- ❖ Must be able to transport boxes weighing up to 25 pounds

Tutoring:

- ❖ Multilingual students with expertise in English are encouraged to apply
- ❖ Tutorial Services has openings for qualified undergraduates studying in all disciplines or a particular discipline (example)

Hiring for Multiply Positions with Department:

- ❖ This position will require selected candidate to work in multiply roles with department.
To be considered for this position, please be sure to apply to the following job openings:
 - ✓ Job Opening 99999 (Desk Clerk)
 - ✓ Job Opening 88888 (Receptionist)

Housing:

- ❖ Priority will be given to first-time in college students who live in First Street Residence Hall