

## **Prairie View A&M University Student Employment Office**

### **Advertising a Student Job Vacancy**

#### **Advertising Job Vacancies**

Once the department has assessed that there is a need for a student worker, the vacancy will have to be advertised. The department must take the following steps to have their vacancy advertised:

1. Complete the Student Employment Job Description Form, please complete all sections and provide contact information.
2. Submit the form to the Student Employment Office.
3. After being reviewed, the job will then be posted on the Student Employment website. Please allow 2-3 days after submission for the job to be actively listed on the website.
4. The position will be posted for fifteen business days from the date the position was posted.

#### **Closing/Re-advertising Job Vacancies**

If the position is filled prior to the closing date, it is the responsibility of the department to send an email to notify the Student Employment Office of the status of the position. Email:seo@pvamu.edu

If an extension is needed the department must notify the Student Employment Office (seo@pvamu.edu) that they are requesting an extension. (Please note: The extension will be granted for an additional 15 business days. An extension can only be extended twice.