

Work-Study Job Directory*

Job Publish Request Form

Please note: Work-Study jobs can be posted via the *Student Employment* section of the *Business Link*.
This form is for supervisors who do not have access to the *Business Link*.



Please publish in the:

- Fall Directory
- Spring Directory
- Summer Directory



Please post Work-Study Job # _____

Department _____

Supervisor _____ Phone # _____

Contact (if different than supervisor) _____ Phone # _____

E-mail address students may contact: _____

Job Description Changes (if any):

Help us keep the directory up-to-date.

When your work-study position has been filled, notify the Work-Study Office by phone or email so that we may remove your listing(s) from the directory.

This form is for posting existing work-study job listings **only**. If you wish to create a **new** job listing, you can submit a "Create a Work-Study Job" form electronically on our website at www.bu.edu/seo/supervisors/forms.html.

✉ Return this form by fax to 353-9200 or mail to 881 Commonwealth Avenue, 2nd Floor.

*The Work-Study Job Directory is accessible on the *Student Link* to students with a work-study award.

wsoffice@bu.edu

phone 353-3596

fax 353-9200

www.bu.edu/seo