

**COLUMBIA**  
INTERNATIONAL UNIVERSITY

**JOBBOARD POSTING FORM**

<b>REGISTRATION INFORMATION</b> <i>(All fields marked * are required.)</i>				<b>*Date:</b>
<b>*Contact Name:</b>		<b>Title:</b>	<b>Department:</b>	
<b>*Company Name:</b>			<b>*Phone:</b>	
<b>*Company Address:</b>				
<small>street</small>		<small>city</small>		<small>state</small>
<small>zip</small>	<b>Fax:</b>		<b>Email Address:</b> <small>(Required to be assigned a Password to JobBoard)</small>	<b>Website:</b>
<b>Denomination:</b> <i>(if applicable)</i>			<b>Average Worship Attendance:</b> <i>(if applicable)</i>	
<b>*Company Description:</b>				
<b>JOB INFORMATION</b> <i>(Please complete the information about your job posting. All fields marked * are required.)</i>				
<b>*Job Title:</b>		<b>Salary:</b>	<b>*City:</b>	<b>*State:</b>
<b>*Job Description:</b> <i>(list duties, responsibilities, etc.)</i>				
<b>*Type of Job:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <b># Hours/week:</b>				
<b>JOB REQUIREMENTS</b> <i>(All fields marked * are required.)</i>				
<i>You have the option of recruiting current students or experienced graduates. If you want to recruit current students, check the box marked <b>Students</b>. If you want to recruit experienced professionals, check the box marked <b>Alumni</b>. If you want to recruit both students &amp; alumni, check both boxes. *One or both boxes must be checked:</i> <input type="checkbox"/> <b>Students</b> <input type="checkbox"/> <b>Alumni</b>				
<b>Degrees Wanted:</b> <i>(check all that apply)</i> <input type="checkbox"/> None Required <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Seminary Certificate <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate				
<b>Majors Wanted:</b> <i>(list all that apply)</i>			<b>Minimum GPA:</b> /4.00	
<b>Special Skills &amp; Certifications Required:</b>				
<b>Other Job Requirements:</b>				
<b>*CONTACT INFORMATION</b> <i>(Enter only the contact information that you want to appear on your posting. <u>At least one method of contact is required.</u>)</i>				
<b>Name:</b>		<b>Title/Dept.:</b>		
<b>Address:</b>				
<small>street</small>		<small>city</small>		<small>state</small>
<small>zip</small>	<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>	
<b>Online:</b> http://				
<b>Application Instructions:</b>				

*Please return this form and include, if available, a job description for the position to be filled and/or any other material that you believe would be helpful to potential candidates.*

Return to:      Career Services  
Columbia International University  
P.O. Box 3122  
Columbia, SC 29230-3122

Phone: 803.807.5076  
Fax: 803.786.4209  
Email: Careerservices@ciu.edu  
Website: www.ciu.edu/careerservices