



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Job Posting Request Form

Please submit this form via email to the Legislative Team if you wish to post a new job opening online. Requests will be responded to within two (2) days of submission.

Requestor: _____

(Applications will be sent to this individual)

Email: _____

Phone: _____

ASI Hiring Unit: _____

Job Title to be Posted: _____

Would you like to use the current job description online?

Yes

No

If you would like to change it, please provide your preferred description below:

Opening Date: _____

Closing Date: _____

When would you like to receive the applications? Please check one box below:

As they start coming in

After application closing date

Approved by:

Executive Director or Officer (Printed Name & Signature)

Date