

Return to:

**Career Development Center**

Buffalo State College  
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askcdc@buffalostate.edu  
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**POSITION VACANCY**

Today's Date: \_\_\_\_\_

**I. ORGANIZATION INFORMATION**

Name of Organization: \_\_\_\_\_

Industry of Organization: \_\_\_\_\_ WEB URL: \_\_\_\_\_

**II. CONTACT INFORMATION**

Apply to: Name \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**III. JOB INFORMATION:**

Job Type:  Full-time  Part-time Non-Degreed  
 Part-time Degreed  Summer

Job Title: \_\_\_\_\_

Salary: \$ \_\_\_\_\_  Annual  Bimonthly  Daily  
 Monthly  Weekly  Hourly

Deadline (if any):  Date \_\_\_\_\_ Apply by:  Telephone  E-mail  
 Ongoing  Cover Letter/Resume  Fax

Position Description: Degree:  BA/BS  MA/MS  Non-required Major: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications/Skills required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE**

Send resumes on file:  YES  NO

Is contact a BSC Alumni?  YES  NO

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_