



**Andreas School of Business
Career Placement & Alumni Relations Center**

EMPLOYER CONTACT & REQUEST FORM

- **Complete all sections and attach a job description (s)**

EMPLOYER INFORMATION

Contact Person: _____ Title: _____
Supervisor/Mentor
Organization: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ Zip Code: _____ E-Mail Address: _____
Number of Employees: _____ Web Address: _____

VACANCY

- **Positions will be advertised based on the information you provide in the following sections**
➤ **Please contact this office when the position has been filled or you no longer want the position advertised**

Position Title: _____

Send Electronic Resume CD ROM Undergraduate _____ Masters _____ Both _____

Number of Vacancies: _____ Rate of Pay: _____/hourly/salary

Starting Date: _____ Application Deadline: _____ Ending Date: _____
(If Applicable)

Location of Assignment (if other than above address): _____

Status: ___ US Citizen ___ Permanent Resident ___ International Student

INTERVIEW PREFERENCE

Interview at Work Site: _____ On Campus Interview: _____

- **Please email or fax this form and a Position Description to: Betsy Sias-Richards, Director**

**Barry University
School of Business
Career Placement & Alumni Relations Center
esias@mail.barry.edu
305-899-3524**