

Cleveland State University

Office of Career Planning
Cleveland-Marshall College of Law
2121 Euclid Avenue, LB 138
Cleveland, OH 44115
Phone: 216-687-6871 Fax: 216/687-6881

Job Posting Intake Form

Hiring Contact: _____ Deadline: _____

Employer Name: _____

Address: _____

Telephone: _____ Fax: _____

Accepting Phone Calls: Yes No E-Mail: _____
Website: _____

Title of Position: _____ Start Date: _____

Salary: _____ or \$ _____ per Hour Year Preferred: 1YR 2YR 3YR
 Recent Graduate Bar Passage

Please submit:

Resume _____ Cover Letter _____ Writing Sample _____ Transcript _____

Other Materials (specify): _____

Should school collect resumes and forward in a packet: Yes No

If yes, date that you should receive materials by: _____

POSITION DESCRIPTION: _____

(POSTING AUTOMATICALLY DELETED AFTER 6 MONTHS; YOU MAY REPOST)

Under ABA rules, full time students are not permitted to work more than 20 hours per week.

Cleveland State University is an Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era status. Users of Office of Career Planning services and facilities must observe this policy of equal opportunity. Should you have any questions, please call the Director of the Office of Career Planning at (216) 687-2540.