

# How to advertise positions for student employment at RRCC:

The process for posting a student job is as follows:

- 1) Use [the template](#) to create your job description.
- 2) Email the description to bob.miller@rrcc.edu. Let Bob know if you have any specific questions that you'd like to have on the application, or if you're happy with the [student application template](#).
- 3) Bob will let you know when the job has been posted. The posting will remain active for two months by default, unless you ask that it be extend or closed early. All applications will be funneled directly to your inbox. We ask that you respond to all candidates, regardless of whether or not you plan to interview them.
- 4) Once you have interviewed and selected the candidate(s) for hire, you'll need to complete a [Student Employment Requisition](#) for the student and have it delivered to the HR office.
- 5) Once the student has completed all necessary HR paperwork, you'll receive a 'good-to-go' email notifying you that the student is eligible to start work.