HPTC Job Board Employer Job Form

Please complete this job description form in its entirety. Your submission will be reviewed and posted for a period of 30 days unless you request a specific time period.   If you have questions please contact Katie Shirley at kshirley@hptc.edu.

Your Name (First and Last) _____

Your Email (for questions about your job listing) _____

Posting start and end dates: _____

Name of Company: _____

_____

Position to be posted: _____

_____

Primary Function: _____

_____

Required skills: _____

_____

Hours: _____

Salary range: _____

Application process / Contact Information:

_____

_____

_____

Additional notes or comments:

_____

_____

_____

After completing and saving the form, return to

kshirley@hptc.edu or fax to 580-571-6006.