Andreas School of Business
Career Placement & Alumni Relations Center

EMPLOYER CONTACT FORM

➤ Complete all sections and attach a detailed job description (s)

EMPLOYER INFORMATION

Contact Person: ____________________________________ Title: ____________________________________
Organization: ____________________________________ Phone: ____________________________
Address: ______________________________________ Phone: ____________________________
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: _______________________________________________________________________________

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. Director

Barry University
Andreas School of Business
Career Placement & Alumni Relations Center
erichards@mail.barry.edu
305-899-3282 (Fax)
305-899-3524 (Phone)