



**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: \_\_\_\_\_ 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: \_\_\_\_\_

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)**