

# 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](mailto: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](mailto:kshirley@hptc.edu) or fax to 580-571-6006.**