**Indian Hills Community College Exterior Job Postings**

*Listing Request Form and Information for Employers*

Thank you for sharing your employment openings with our alumni. Please complete the following form and return to **Alison Hite,** Assistant, Alumni Relations/Special Events at Alison.Hite@indianhills.edu.

 Note the following:

* Only openings with complete information as set forth in the form below will be posted.
* Each submissions will be reviewed prior to posting.
* IHCC has no obligation to post a submitted job and has no liability associated therewith.
* Job postings will automatically be deleted after 60 days, unless an expiration date has been provided.
* If a link to an application is not listed on your form request, we will revert to having a click on your listing result in a new email pop up addressed to the contact listed on this form, if a contact and a link to an application are not listed; we cannot post your listing.

**\* We do not host exterior job application documents on our servers. \***

Required Information:

|  |  |
| --- | --- |
| Name of Hiring Employer |  |
| Position Title |  |
| Brief description of job |  |
| Link to online job listing |  |
| Listing expiration date\* |  |

Contact information of person responsible for job posting with Hiring Employer:

|  |  |
| --- | --- |
| Name |  |
| Position Title |  |
| E-mail address |  |
| Phone # |  |