Work-Study Job Directory*  
Job Publish Request Form

Please note: Work-Study jobs can be posted via the Student Employment section of the Business Link. This form is for supervisors who do not have access to the Business Link.

Please publish in the:
- Fall Directory
- Spring Directory
- Summer Directory

Please post Work-Study Job # ___ ___ ___ ___ ___ ___

Department_____________________
Supervisor _____________________________ Phone # ____________
Contact (if different than supervisor) ______________________ Phone # __________
E-mail address students may contact: ________________________________
Job Description Changes (if any):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Help us keep the directory up-to-date.
When your work-study position has been filled, notify the Work-Study Office by phone or email so that we may remove your listing(s) from the directory.

This form is for posting existing work-study job listings only. If you wish to create a new job listing, you can submit a “Create a Work-Study Job” form electronically on our website at www.bu.edu/seo/supervisors/forms.html.

Return this form by fax to 353-9200 or mail to 881 Commonwealth Avenue, 2nd Floor.

*The Work-Study Job Directory is accessible on the Student Link to students with a work-study award.

wsoffice@bu.edu  phone 353-3596  fax 353-9200  www.bu.edu/seo