

August 16, 2000
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THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

University Career Services
Division of Student Affairs
The University of North Carolina at Chapel Hill
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August 15, 2000

RE: CAROLINA JOBS PROGRAM

Dear Department Chair:

As we begin the new school year, University Career Services would like to remind you of the Carolina Jobs program. Carolina Jobs is designed to provide a central contact point for all campus departments needing **non-work study** student employees. Carolina Jobs both simplifies your search process and broadens your pool of student applicants. Please share this information with other members of your department.

To list a student job opening with Carolina Jobs, please complete the enclosed job listing form or submit your listing electronically via our home page at <http://careers.unc.edu>. Once University Career Services receives your listing, the position will be posted on our computer database of job openings as well as in our Campus Job Vacancy Notebook. Your listing will remain active until UCS receives notification that you have filled the position. Please notify Janice Clark at 2-8059 or janclark@email.unc.edu when your position is filled.

I would like to also take this opportunity to announce University Career Services' temporary location. Our offices have been relocated to Nash Hall for this academic year while our facility in Hanes Hall is being expanded and renovated. If you have any questions, please feel free to call me at 962-6656 or send email to jmgist@email.unc.edu.

Sincerely yours,

A handwritten signature in black ink that reads "Jacquelyn M. Gist".

Jacquelyn M. Gist
University Career Services

CAMPUS JOB LISTING FORM

UNIVERSITY CAREER SERVICES
DIVISION OF STUDENT AFFAIRS

Department Name: _____

Contact Name/Title: _____

Campus Address: _____

Campus Phone Number: _____

Fax: _____

Email: _____

URL/Web Address: _____

Job Title: _____

Qualifications: _____

Job Description: _____

Days/Hours & Duration of job: _____

Salary: _____

Number of Positions Available: _____

Application Procedure *(Check all that apply):*

- Apply in person
- Call
- Email

- Send Resume
- Other *(Specify)*

Application Deadline: _____

Please return to
Jacquelyn Gist
University Career Services
Nash Hall
CB #5140

ucs@unc.edu or jmgist@email.unc.edu

OR

This form is also available on-line at
<http://careers.unc.edu>

PLEASE NOTIFY JANICE CLARK AT 2-8059 OR janclark@email.unc.edu WHEN POSITION(S) IS FILLED.