

Sample Job Posting

Posting Details	
Official Title	Student Support Center Multiple Openings (Part-time)
Department	Pathway
Position Type	BYU Pathway Worldwide
Position Summary	<p>BYU-Pathway Worldwide is focused on helping people gain an education through an online platform and strengthen their professional qualifications. The Support Center is part of a crucial support system for all of BYU-Pathway Worldwide's students in their varying goals.</p> <p>The Pathway Support Center offers the following employment opportunities:</p> <ul style="list-style-type: none">• General Customer Support (Website Navigation, Course Questions, Etc.)• Enrollment Assistance• Payment/Refund Processing• Assisting with Academic Planning (Courses, Certificates, and Degrees)
	<p>Work Location: These positions are located in the Triad Center in Salt Lake City, UT.</p>
Knowledge, Skills and Experience	<p>The requirements for this position would most typically be met with a high school diploma or equivalent. To be considered for and to serve in this position, candidates must be current PathwayConnect, LDSBC, BYU, or BYU-Idaho (including online) students.</p>
	<p>BYU-Pathway Worldwide needs employees with a desire to help students have a smooth experience through Pathway. Interested candidates should be detail oriented and thorough in their work. Clear communication and adherence to policies is a vital part of helping students reach their goals.</p> <p>Required skills:</p> <ul style="list-style-type: none">• Familiarity with Microsoft Products (Word, PowerPoint, Excel)• Communication: Verbal, Written, and Interpersonal• Punctual: Dependable to be on Time and Meet Deadlines• Collaborative: Works Well with Others• Humble: Takes Feedback and Learns from Mistakes

Work Schedule	Up to 25 hours per week. Shifts are flexible and will be worked out with the supervisor.
Anticipated Start Date	Varies
Pay Rate	Hourly rates starting at \$12.50
Posting Date	05/21/2018
Closing Date	
Open Until Filled	Yes
Special Instructions	Please attach your resume at the time your application is finalized and submitted. Attachments can be either a MS Word document or a .pdf file (recommended).
	Please complete each section of the application in detail; do not overlook completing the employment experience section as it requests some information not commonly found in resumes. Failure to provide requested information within the application will affect consideration of your materials.
	The application includes screening questions specific to this posting. When completing your materials, please plan for sufficient time to answer the questions. Answers can be up to 1200 characters, including spaces.
Contact Info	Ricky Kailiponi someone@byupathway.lds.org 123-456-7890

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Online Employment Website
 - Public Job Posting
 - Referred by a BYU-Idaho employee
 - Referred by a non-BYU-Idaho employee
 - Social Media Site
 - Fireside
 - Email
 - Other

2.If other, please describe.

3. * Are you currently enrolled as a student at one of the following CES institutions: PathwayConnect, LDSBC, BYU, or BYU-Idaho (including online)?

- Yes
- No

4. * Current part-time employees of any entity of The Church of Jesus Christ of Latter-day Saints are not eligible for additional (concurrent) employment as part-time employees at BYU-Pathway Worldwide. Please indicate if you are currently working or have worked in the last 12 months for another Church entity. If so, please identify the employer and your last date of work. If this is not applicable to you, please enter N/A as the answer.

Required Documents

Required Documents

1. Resume