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MANUAL  Student Employment Office Career Services	SECTION  Finding Student Employees	PAGE  1 / 1
SUBJECT  <b><i>Advertising to Fill the Position</i></b>		REVISED  08/05

When it comes to screen a student to fill a position, the department may post a job on UICCareers ([www.uiccareers.com](http://www.uiccareers.com)). The Student Employment Office will then review and post the job listing online at [www.uiccareers.com](http://www.uiccareers.com). These postings can be viewed online by all students and the employing unit.

In addition to posting the job order in the Student Employment Office, the department is also free to advertise the position in other ways (e.g. campus papers, posters, etc.), as long as the job description is within the Wage Plan Guidelines.