JOB VACANCY FORM

Office of Academic and Career Services, University of Mary Washington
Fredericksburg, VA • 540-654-1022 • Fax 540-654-2442 • Email: casv@umw.edu

Return Job Vacancy Form by email to casv@umw.edu.
**-required

Date: **

Please check all that apply: ** ___ Full Time ___ Part Time ___ Summer only

1. Employer name: **

2. Description of business: **

3. Contact name/title: 

   Position Location: **

4. Phone: **

   Fax:

5. Address: **

   City/state: **

   Zip: **

6. E-mail: **

   Website:

7. Job title: **

8. Description of responsibilities (please be specific): **

9. Qualifications: **

10. Desired major(s) (list on 2nd page):

10. Closing date for applications: **

11. Compensation type** (salary, commission-only, combination) and salary (optional):

13. Application requirements** (resume, cover letter, transcripts, etc):
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14. Application instructions** (mail, e-mail, phone, etc.):
**Degrees and Certificates offered by the University of Mary Washington**

**Bachelor of Arts**
- American Studies
- Anthropology
- Art History
- Classics
- English
- Geography
- Historic Preservation
- History
- International Affairs
- Modern Foreign Languages (Spanish, Italian, French, German)
- Music
- Philosophy
- Political Science
- Religion
- Sociology
- Studio Art
- Theatre and Dance
- Women and Gender Studies

**Bachelor of Science**
- Biology and Allied Health
- Business Administration
- Chemistry
- Computer Science
- Economics
- Environmental Science
- Geology
- Mathematics
- Physics
- Psychology

**Bachelor of Liberal Studies**
The Bachelor of Liberal Studies (BLS) degree is designed for adults who want to major in one of the traditional arts and sciences disciplines. BLS students can choose from more than 30 majors offered at UMW or can create their own interdisciplinary major. A maximum of 90 semester hours of transfer credits may be used to fulfill the requirements for the BLS degree. The BLS degree requires a minimum of 120 semester hours, distributed in three categories: general education, electives and major.

**Bachelor of Professional Studies**
Current BPS concentrations include accounting, computer information systems, geographic information science, information assurance and security, interdisciplinary studies, and leadership and management.

**Master of Business Administration**
Concentrations include:
- Accounting
- Contracts and Procurement Management
- General Management
- Healthcare Management
- Information Assurance and Security
- Management Technology
- Organization and Human Resource Development
- Project Management
- Public Administration

**Master of Science in Management Information Systems**

**Master of Business Administration/Master of Science in Management Information Systems (MBA/MSMIS) Dual Degree**

**Master of Education**
- Elementary Education
- Middle Education Endorsement
- Secondary Education Endorsement
- PreK-12 Endorsement
- English as a Second Language Endorsement
- K-12 Special Education Endorsement
- Diverse Student Populations
- Educational Leadership
- Literacy Specialist
- Secondary Mathematics
- Special Education
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Master of Science in Elementary Education