# Office of Information Technology Student Employment Application

## Personal Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Local Address</th>
<th>Student ID #</th>
<th>Contact Phone</th>
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<tbody>
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<table>
<thead>
<tr>
<th>University Email Address</th>
<th>Preferred Email (as you have specified in myInfo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(<a href="mailto:firstname.lastname@msubillings.edu">firstname.lastname@msubillings.edu</a>)</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Status at MSUB</th>
<th>Credit Hours This Term</th>
<th>Major(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Undergraduate Student</td>
<td>☐ Graduate Student</td>
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</table>

Did you receive federal, state, or institutional work study this year?

☐ Yes  ☐ No  ☐ Unsure

Have you worked on the MSU Billings campus? If so, where and when?

☐ Yes  ☐ No  

Department: ____________

Are you currently employed by another MSU Billings department?

☐ Yes  ☐ No  

Department: ____________

## Preferences

Mark preferred areas of interest

- ☐ Answer the phone
- ☐ Setup/deliver computers
- ☐ Internet Research
- ☐ List other(s):
- ☐ Help students in computer lab
- ☐ Repair hardware/equipment
- ☐ Develop media productions
- ☐ Training others with new software
- ☐ Create instructions/procedures
- ☐ Data Entry

Which campus are you able to work at:

☐ University Campus
☐ City College

## Skills

Are you capable of answering the phone and taking written notes?

☐ Yes  ☐ No  ☐ Unsure

Are you comfortable working one-on-one with students/staff/faculty in a professional manner?

☐ Yes  ☐ No  ☐ Unsure

Student support workers are often asked to carry equipment. Are you willing and capable of lifting equipment, parts and/or pieces (up to 50 pounds) and moving them around campus?

☐ Yes  ☐ No  ☐ Unsure
**EXPERIENCE**

List your customer service experience – please be specific.

List your hardware, software, and/or media production experience.

List any special experience (not listed above) that you feel would help you in an IT Student Support position.

Have you ever worked in areas with confidential information? If so, where and when?

**AVAILABILITY**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>(8:00 AM – 6:00 PM)</th>
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<tbody>
<tr>
<td>TUESDAY</td>
<td>(8:00 AM – 6:00 PM)</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>(8:00 AM – 6:00 PM)</td>
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<tr>
<td>THURSDAY</td>
<td>(8:00 AM – 6:00 PM)</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>(8:00 AM – 6:00 PM)</td>
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Additional note(s)

_________________  ____________  
Student                     Date

_________________  ____________  
IT Supervisor               Date

_________________  ____________  
CIO                        Date

PLEASE TURN THIS APPLICATION IN AT THE INFORMATION COMMONS AT THE LIBRARY OR CITY COLLEGE TECHNOLOGY BUILDING, ROOM A076