



PERSONAL INFORMATION

First name:		Last name:		Middle Initial
Local address:		Student ID #:	Contact Phone: ()	
University email address: (firstname.lastname@msubillings.edu)		Preferred email:		
Status at MSUB <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student	Credit hours this term	Major(s)		
Did you receive federal, state, or institutional work study this year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure				
Have you worked on the MSU Billings campus before? If so, where? <input type="checkbox"/> Yes <input type="checkbox"/> No Department:				
Are you currently employed by another MSU Billings department? <input type="checkbox"/> Yes <input type="checkbox"/> No Department:				

Mark preferred areas of interest:

<input type="checkbox"/> Answering the phone	<input type="checkbox"/> Help students in computer lab	<input type="checkbox"/> Create instructions/procedures
<input type="checkbox"/> Setup/deliver computers	<input type="checkbox"/> Perform various errands	<input type="checkbox"/> Internet Research
<input type="checkbox"/> Repair hardware/equipment	<input type="checkbox"/> Install software	<input type="checkbox"/> Data Entry
<input type="checkbox"/> List other(s):		

Which campus are you able to work at:

<input type="checkbox"/> University Campus
<input type="checkbox"/> City College

Are you capable of answering the phone and taking written notes?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are you comfortable working one-on-one with students, staff, and faculty in a professional manner?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Student support workers are often asked to carry equipment. Are you willing and capable of lifting equipment, boxes, or parts (up to 50 pounds) and moving them around campus?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**PLEASE TURN THIS APPLICATION IN AT THE IT SERVICE DESK IN
THE LIBRARY OR CITY COLLEGE TECHNOLOGY BUILDING, ROOM A076**

EXPERIENCE

List your customer service experience – please be specific.

List your hardware, software, and/or computer 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

MONDAY
(8:00 AM – 5:00 PM)

TUESDAY
(8:00 AM – 5:00 PM)

WEDNESDAY
(8:00 AM – 5:00 PM)

THURSDAY
(8:00 AM – 5:00 PM)

FRIDAY
(8:00 AM – 5:00 PM)

Any additional information you'd like us to know about you?

Student

Date

IT Supervisor

Date

CIO

Date

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