

Office of Information Technology Student Employment Application

PERSONAL INFORMATION

Last name		First name		Middle Initial
Local address		Student ID #	Contact Phone ()	
University email address <i>(firstname.lastname@msubillings.edu)</i>		Preferred email (as you have specified in myInfo)		
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				Award/term IT rep:
Have you worked on the MSU Billings campus? If so, where and when? <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:				

PREFERENCES

Mark preferred areas of interest

<input type="checkbox"/> Answer the phone	<input type="checkbox"/> Help students in lab	<input type="checkbox"/> Training others with new software
<input type="checkbox"/> Setup/deliver computers	<input type="checkbox"/> Repair hardware	<input type="checkbox"/> Create instructions/procedures
<input type="checkbox"/> Internet Research	<input type="checkbox"/> Develop media productions	<input type="checkbox"/> SE
<input type="checkbox"/> IT		

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

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)	

Additional note(s)

Student

Date

IT Supervisor

Date

IT CIO

Date

PLEASE TURN THIS APPLICATION IN TO COLLEGE OF EDUCATION, ROOM 401
OR CITY COLLEGE TECHNOLOGY BUILDING, ROOM A076