



STUDENT EMPLOYMENT

Computer Lab Consultant

Application Form - Fall 2011

- PLEASE ATTACH A COPY OF YOUR C.V. AND AN UNOFFICIAL TRANSCRIPT -

Are you computer savvy and always trying to learn more?

Do you enjoy working with people (very important)? Are you looking for an amazing entry on your C.V.? If so, this job is for you.

Bishop's University ITS Department is looking for consultants to help users of the Hamilton Computer lab (H 150), the Nicolls labs (N 110-111-113) and the Library labs.

Requirements:

Strong computer skills, very good knowledge of the Microsoft Office Suite, very good communication skills, reliability, dedication, overall good academic standing.

Working knowledge of SPSS would be an asset.

Description:

Supervising computer labs (including Library Language lab and music room). Assisting lab users (students and faculty) with our network system and hardware/software problems. Ensuring that lab users follow the rules. Selling print credits. Keeping the rooms clean and in order. When necessary, preparing the room for a closed lab. Ensuring that the labs are supervised according to the schedule. Performing other ITS related tasks. The employment period starts at the beginning of September and ends mid-December.

Applications and interviews:

Applications must be brought to the Helpdesk (Johnson 107) by Thursday, September 8, 3:00 pm at the latest.

Candidates selected for an interview (on Sept. 9) will be contacted by email on Sept. 8.

Personal Information:

First Name:	Last Name:	<u>BU</u> E-mail:
Student ID:	Social Security Number:	Phone Number:
How many hours/week would you like to work:	Can you work weekends?	Graduating Month/Year

In applying for this position, I agree to abide by the rules of operation established by the Cole Computer Centre and the Computer Policy Committee.

Signature: _____ **Date:** _____

SCHEDULE

Please indicate your availability
Circle 'YES' or 'NO' whether you are available at the designated times.
You can add a "P" in the box for your Preferences.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 Yes No	8:00 Yes No	8:00 Yes No	8:00 Yes No	8:00 Yes No
8:30 Yes No	8:30 Yes No	8:30 Yes No	8:30 Yes No	8:30 Yes No
9:00 Yes No	9:00 Yes No	9:00 Yes No	9:00 Yes No	9:00 Yes No
9:30 Yes No	9:30 Yes No	9:30 Yes No	9:30 Yes No	9:30 Yes No
10:00 Yes No	10:00 Yes No	10:00 Yes No	10:00 Yes No	10:00 Yes No
10:30 Yes No	10:30 Yes No	10:30 Yes No	10:30 Yes No	10:30 Yes No
11:00 Yes No	11:00 Yes No	11:00 Yes No	11:00 Yes No	11:00 Yes No
11:30 Yes No	11:30 Yes No	11:30 Yes No	11:30 Yes No	11:30 Yes No
12:00 Yes No	12:00 Yes No	12:00 Yes No	12:00 Yes No	12:00 Yes No
12:30 Yes No	12:30 Yes No	12:30 Yes No	12:30 Yes No	12:30 Yes No
13:00 Yes No	13:00 Yes No	13:00 Yes No	13:00 Yes No	13:00 Yes No
13:30 Yes No	13:30 Yes No	13:30 Yes No	13:30 Yes No	13:30 Yes No
14:00 Yes No	14:00 Yes No	14:00 Yes No	14:00 Yes No	14:00 Yes No
14:30 Yes No	14:30 Yes No	14:30 Yes No	14:30 Yes No	14:30 Yes No
15:00 Yes No	15:00 Yes No	15:00 Yes No	15:00 Yes No	15:00 Yes No
15:30 Yes No	15:30 Yes No	15:30 Yes No	15:30 Yes No	15:30 Yes No
16:00 Yes No	16:00 Yes No	16:00 Yes No	16:00 Yes No	16:00 Yes No
16:30 Yes No	16:30 Yes No	16:30 Yes No	16:30 Yes No	16:30 Yes No
18:00 Yes No	18:00 Yes No	18:00 Yes No	18:00 Yes No	18:00 Yes No
19:00 to Midnight Yes No	19:00 to Midnight Yes No	19:00 to Midnight Yes No	19:00 to Midnight Yes No	19:00 to Midnight Yes No

If working on weekends, I would prefer to work:

the early shift (ex. 1:00 pm to 6:00 or 11:00 am to 5:30) ____

the late shift (ex. 5:30 pm - 12:00 pm) ____

I would prefer to work on Sat. Sunday Both

Signature: _____ Date: _____

Notes: _____
