Digital Lab Student Assistant / Job Application

Contact Information (Please print clearly.)

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred name/nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eligibility

Number of Credit Hours: \_\_\_\_\_\_\_ Do you have work-study? Y N

Will you be able to work at least 8 hours per week? Y N

Do you have any other on-campus jobs? Y N

Hours per week at other on-campus job(s): \_\_\_\_\_\_\_\_\_\_\_\_\_

Employment History:

Have you been employed before? Y N Position (most recent job): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell us about your duties (if you have not been employed before, describe a volunteer job or position in an extracurricular activity):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tell us about any other relevant work experience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you ever worked for the Clark Library before? Y N

If yes, please list department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Availability:

Please list your availability for the summer. Additionally, list your availability for the upcoming fall term during these hours:

Summer

Monday – Friday 9 a.m. to 5 p.m.

Fall

Monday – Thursday 9:00 a.m. - 10:00 p.m.

Friday 9:00 a.m. - 6:00 p.m.

Saturday 10:00 a.m. - 6:00 p.m.

Sunday 10:00 a.m. - 10:00 p.m.

|  |  |  |
| --- | --- | --- |
| Day of the Week | Available Hours | |
|  | Summer | Fall |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

Experience

Please mark the appropriate box that best describes your experience level with the following tools:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Software / Digital Tool | Experience Level | | | |
|  | No Experience | Novice | Intermediate | Advanced |
| Photoshop |  |  |  |  |
| Illustrator |  |  |  |  |
| InDesign |  |  |  |  |
| Premiere |  |  |  |  |
| iMovie |  |  |  |  |
| GarageBand |  |  |  |  |
| Printing (Desktop / Large Format) |  |  |  |  |
| 3D Printing |  |  |  |  |
| Audio Recording |  |  |  |  |
| Studio Photography |  |  |  |  |

Please provide brief answers to the following questions:

1. Why do you want to work in the Digital Lab?

2. What is your definition of good customer service?

4. Describe your familiarity with Macintosh computers.

5. If a patron has a problem you don’t know how to solve, what would you do?

7. Is there anything else you would like us to know?

Physical Requirements:

This job requires the ability to:

* talk and hear;
* frequently walk and move between building levels
* stoop and crouch;
* lift and carry up to 15 pounds;
* maneuver camera and audio equipment
* use a step-stool to raise and lower large rolls and of paper.

Additionally, the position requires close vision and the ability to adjust focus and the ability to sit at and use a computer for extended periods of time.

Do you require an accommodation to perform any of the listed tasks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that requiring accommodations will not automatically disqualify you from consideration.

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OFFICE USE ONLY:

Application received by (initials): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: JV \_\_\_\_\_\_\_\_\_\_

Called for interview? Y N

Date / time of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_