

**INFORMATION TECHNOLOGY**  
**TECHNICAL SERVICES STUDENT EMPLOYMENT APPLICATION**  
**(HELP DESK, ONECARD, TECH SUPPORT)**

Thank you for applying for a student employment opportunity within the Technical Services area of the Office of Information Technology. Hiring times vary throughout the academic year due to budgetary constraints, position vacancy, and student availability. All applications will remain on file for one year.

If you are interested in applying for more than one position within Technical Services you may use this single application for both positions. Please note which positions you are applying for below.

Return completed applications along with a current resume (if available) to:

Matt Smith  
 Technical Support Specialist  
 1410 Chapel Drive  
 Christopher Center, #100B  
 Valparaiso, IN 46383

If you have questions, please contact Matt Smith at 464-5773 or [Matt.Smith@valpo.edu](mailto:Matt.Smith@valpo.edu).

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Year in school: \_\_\_\_\_

Campus address: \_\_\_\_\_ Additional Phone: \_\_\_\_\_

Campus phone: \_\_\_\_\_ Major: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_  
 (month & year)

VU email address: \_\_\_\_\_

*Usage of your Valpo account is a requirement for employment with Technical Services.*

Please provide at least two references:

First Reference	Second Reference
Name: _____	Name: _____
Relation to you: _____	Relation to you: _____
Contact Information: _____	Contact Information: _____
_____	_____
_____	_____

Please attach a separate sheet of paper with answers to the following questions.

1. Why are you applying to a position with Information Technology?

---

---

---

2. Have you previously been employed on campus? If so, in what capacity and where?

---

---

3. List any experience you have that might be useful to this position. Areas that we specifically look at include Customer Service experience, Training or Teaching experience, Communication Skills, Phone experience, Computer-related jobs, Software and Hardware experience, other jobs that utilize technology on a heavy basis.

---

---

---

---

---

4. Describe the computing equipment you own and/or use on a regular basis.

---

---

---

---

5. Describe any job or volunteer experience you have that involves supervision and/or teaching a skill.

---

---

---

---

6. Do you speak or read multiple languages and fluently?

---

---

7. What problem troubleshooting experience do you have (this can be technical hardware / software troubleshooting or general problem solving experience)

---

---

---

---

8. Please mark the applications/equipment with which you have experience:

*Operating Systems*

- Mac OS, version \_\_\_\_\_
- Windows, version \_\_\_\_\_
- UNIX/Linux based systems  
Describe: \_\_\_\_\_
- Other OS  
Describe: \_\_\_\_\_

*Networking*

- LAN/WAN
- PPP/Dial-up networking
- Wireless networking
- Other networking  
Describe: \_\_\_\_\_

*Email Clients*

- Mac Mail, version \_\_\_\_\_
- Entourage, version \_\_\_\_\_
- Outlook, version \_\_\_\_\_
- GroupWise Web Access
- GroupWise full client, version \_\_\_\_\_
- Mobile E-mail (iPhone, Blackberry, Palm, etc.),  
version \_\_\_\_\_
- Other mail client  
Describe: \_\_\_\_\_

*Web Browsers*

- Firefox, version \_\_\_\_\_
- Internet Explorer, version \_\_\_\_\_
- Safari, version \_\_\_\_\_
- Opera, version \_\_\_\_\_
- Chrome, version \_\_\_\_\_
- Other browser  
Describe: \_\_\_\_\_

*Programming Languages*

Please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Productivity Suites*

- Microsoft Office, version \_\_\_\_\_
- Microsoft Works, version \_\_\_\_\_
- iWork, version \_\_\_\_\_
- Open Office, version \_\_\_\_\_
- Word Perfect, version \_\_\_\_\_
- Other productivity  
Describe: \_\_\_\_\_

*Peripheral Equipment*

- Multimedia presentation technology  
Describe: \_\_\_\_\_
- Digital still, video, document cameras
- Digital Cameras
- Card Devices  
Describe: \_\_\_\_\_
- Audio equipment (speakers, microphone)
- Mixing board (video, audio)
- Printers
- Projectors (data or overhead)
- Scanners
- Other peripherals  
Describe: \_\_\_\_\_

*Desktop Publishing & Multimedia*

- Acrobat Pro, version \_\_\_\_\_
- Adobe Illustrator, version \_\_\_\_\_
- Adobe Photoshop, version \_\_\_\_\_
- Adobe Premiere, version \_\_\_\_\_
- Final Cut Pro, version \_\_\_\_\_
- Soundtrack Pro, version \_\_\_\_\_
- LiveType, version \_\_\_\_\_
- iLife, version \_\_\_\_\_
- iDVD, version \_\_\_\_\_
- Fireworks, version \_\_\_\_\_
- Dreamweaver, version \_\_\_\_\_
- Microsoft Publisher, version \_\_\_\_\_
- QuarkXPress, version \_\_\_\_\_
- Other publishing/multimedia  
Describe: \_\_\_\_\_

Feel free to list additional software applications or devices with which you have familiarity.

---

---

---