**University of Akron Wayne College**

**Smucker Learning Center**

**Computer Lab/Desk Assistant Application Packet**

Thank you for your interest in becoming a Computer lab assistant. Please complete the following application information and return the completed packet to the Smucker Learning Center in B-107. If you have questions, contact Chris Dreher at (330) 684-8768.

**Job Description**: Serve as an office assistant for department (greet students, schedule appointments, answer phones, run errands, assist with projects, and misc. duties). Serve as a computer lab assistant for the department (greet students, help students with technology related questions, troubleshoot computer software problems, and assist with projects and misc duties).

**Desired Skills**: Excellent customer service, strong communication, organization, and have strong computer skills, especially in Microsoft Office.

**Qualifications**: Applicants must pass all three parts of the computer skills assessment with an 80% or higher.  Computer lab assistants must be enrolled as full-time students (a minimum of 12 credit hours) to qualify for Smucker Learning Center jobs.  If your enrollment status drops below full-time at any point during the semester, your employment will be terminated immediately.  Mandatory Computer Lab training sessions are held before the beginning of each semester and must be completed prior to working in the Computer Lab.

**Referral Form**: The Faculty Referral Form must be completed by a faculty member here at Wayne College or The University of Akron who can speak to your qualifications for a computer lab assistant job.

**Interview Process: Once a completed application packet has been submitted you will be notified for an appointment to take the Computer Skills Assessment. Only applicants who submit a complete packet and pass the Skills Assessment will be considered for an interview.**

Hiring decisions will be based on program needs and the qualification of the applicants.

**Your packet should contain the following completed materials:**

* Computer lab/desk assistant Application
* Resume
* Cover Letter
* Faculty Referral Form
* Academic Transcript (Unofficial transcripts can be printed through ZipLine.)

**The University of Akron Wayne College**

**Smucker Learning Center**

**Computer Lab/Desk Assistant Application From**

**General Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UAkron ID Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic History**

Major/Intended Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Rank (circle one): Freshman Sophomore Junior Senior

GPA: \_\_\_\_\_\_\_\_\_\_\_\_ Credits Completed: \_\_\_\_\_\_\_\_\_\_\_\_

Hours enrolled during current/upcoming semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability**

Are you able to work during the summer? Yes No

Are you able to work in the evenings? Yes No

Are you able to work on Saturdays? Yes No

Are you eligible for work-study? Yes No

**Courses**

Please list any and all computer-related courses you have completed. Include the grade you received in the course and the instructor’s name.

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**Additional Required Documents**

1. A resume
2. A cover letter stating your education goals and your interest in the position

**University of Akron Wayne College**

**Smucker Learning Center**

**Computer Lab/Desk Assistant Faculty Referral Form**

*To be completed by the student:*

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I do \_\_\_\_\_\_ do not \_\_\_\_\_\_ waive the right to examine the statements entered on this form.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*To be completed by the faculty member: Please share your opinion of this student’s qualifications for a Computer Lab Assistant Position. For comparative assessment, please check the boxes below. If you feel we should know any additional information that could be used in the hiring decision, attach your written comments on an additional sheet of paper or on the back of this form.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional | Above Average | Average | Below Average | Unable to Judge |
| Quality of Academic Work |  |  |  |  |  |
| Reliability/Punctuality |  |  |  |  |  |
| Interpersonal Skills |  |  |  |  |  |
| Relates Well to Others |  |  |  |  |  |
| Motivation |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| **Overall Suitability for the Computer lab assistant Position** |  |  |  |  |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known this student? \_\_\_\_\_\_\_ In what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form and any attachments to The Smucker Learning Center.