

Supplemental Application for PAship Office of Information Technology

If you are interested in a PA position in the Computer Lab/Office of IT, please provide additional information about your computer skills and work experience.

- Please note that the PAships in the lab start on **Thursday, August 29th** and require students to work until the last day of exams each semester (including Election Day weekend and latter part of Thanksgiving weekend). You are not required to work during the Winter Holidays or Spring break.
- You will also need to be available to work a combination of weekdays, evenings/midnight shift and one day on the weekend.
- You are required to attend a mandatory orientation for lab consultants on **Thursday, August 29, 2018 for training. Sprng PAs must attend orientation in January 2020. Failure to attend would lead to cancellation of the PAship.**

Name: _____ **Date of Graduation:** _____

UNI Email: _____ **Program:** _____

Concentration: _____ **Dual Degree: Yes__ No__**

1. List all the programs you know on Windows and MAC platform, and the level of knowledge:

| Program | (please indicate highest version used) | | Knowledge Level: Basic Intermediate Advanced | How long have you used this application? |
|------------------------|--|-----|---|--|
| | Windows | MAC | | |
| OS | | | | |
| Word | | | | |
| Excel | | | | |
| PowerPoint | | | | |
| Access | | | | |
| SPSS | | | | |
| Stata | | | | |
| Citrix | | | | |
| Photoshop | | | | |
| ArcGIS | | | | |
| Adobe Acrobat | | | | |
| Final Cut Pro | | | | |
| Other (Please specify) | | | | |

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2. Please describe previous experience with lab support. Have you used Citrix to access applications/printing?

3. Please describe your previous computer related work, technical/hardware and software support experience that qualifies you for this position.

4. Describe experience with configuring email on a laptop and mobile devices.

5. Describe experience with backing up data.

6. Please describe your experience with supporting AV services. Have you used a camera to record events? If so, please provide technical details.