



# OIT: Application Form

Clarkson University  
Office of Information Technology  
8 Clarkson Avenue  
Potsdam, New York 13699  
Phone: (315) 268-HELP  
Fax: (315) 268-6570

Thank you for your interest in joining our team of support personnel!  
Please answer the following and submit this with your resumé.

Drop-off date: \_\_\_\_\_

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Local Phone: \_\_\_\_\_  
Class/Year: \_\_\_\_\_ Major: \_\_\_\_\_ Email: \_\_\_\_\_  
Campus Residence: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

### General Employment Information:

Desired OIT Group Placement: (please circle one)

**HelpDesk/ Computer Store:** Answer phones and assist walk-ins, create job tickets using Help Desk Online, troubleshoot problems as necessary, support Computer Store and Service Department.

**Network Technician:** Troubleshoot campus network problems and student computer problems.

**Satellite Support:** Assist OIT staff in offices in CAMP and BHS Hall with general faculty and staff computer problems.

**Unix Team:** Previous programming skills are recommended.

Are you available during the summer months? Yes No

Are you Federal work-study eligible? Yes No Not Sure (check with SAS)

How many hours per week would you prefer to work (max is 15)? \_\_\_\_\_

What hours would you prefer to work (between 8 and 4:30, Monday through Friday)? \_\_\_\_\_

Were you referred to OIT? Yes No

### Most Recent Work Experience:

Employer: \_\_\_\_\_

Start and End dates of Employment

Start: \_\_\_\_\_ End: \_\_\_\_\_

See information on the back for further details.

## Student Application Questions

Q: *When does OIT usually hire more student employees?*

A: OIT hires at the beginning of each semester if there is need for additional staff.

Q: *Why does OIT hire more students?*

A: When current student employees graduate, transfer, study abroad, or if the department expands, OIT hires additional students to fill the needed positions.

Q: *What do I need to do to apply?*

A: Students interested in working for OIT need to fill out this application form and attach a resumé. If no resumé is available please write a paragraph describing previous work experience and/or explaining why you think you would be a productive member of our team.

Q: *Why must I be federal work-study eligible?*

A: When a student is federal work-study eligible the government pays a good portion of the hourly rate, so in order for OIT to be able to hire the most optimal number of student employees all applicants must be federal work-study eligible.

Q: *How much technical background should I have?*

A: Not much at all, as training will be provided. A background in IT or some other computer related field is always a plus.

Q: *Why does OIT care so much about my people-skills?*

A: Because our staff provides support for the entire campus community, it is essential that staff have professional communication and relational skills. Likewise, we nurture a team environment. It is vital that staff members can positively interact with other staff members.

Q: *How can I prepare for the interview?*

A: Just be yourself!

Q: *Where do I go for the interview?*

A: Go to the HelpDesk on the second floor of the ERC at your appointed interview time and someone at the desk will direct you to the proper office.