



Please indicate the semester you are applying for: ☐ Fall ☐ Spring ☐ Summer

☐ Acrobat ☐ Dreamweaver

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EDUCATION

Please list the information and areas of study for each school that you have attended, excluding WCSU.

Type of School	Name of School	Location (Complete mailing address)	Years Completed	Major & Degree
High School				
College				
Other				

Special Honors/Awards _____

WORK EXPERIENCE

Please list your previous work experience beginning with your most recent job held.

Employer:		Employer:	
Address:		Address:	
City, State, Zip		City, State, Zip	
Dates Employed:		Dates Employed:	
Position Held:		Position Held:	
Supervisor (Name & Title):		Supervisor (Name & Title):	
Description of Duties:		Description of Duties:	
Reason for Leaving:		Reason for Leaving:	

REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Company & Position _____	Company & Position _____
Years Known _____	Years Known _____
Relationship _____	Relationship _____

OTHER SPECIAL SKILLS/MISCELLANEOUS INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications and skill set, e.g., fluency in other languages, licenses, certification, special training received for the position for which you are applying, etc.

AVAILABILITYPlease list the **hours you can commit** to work during the (check one): ☐ Fall ☐ Spring ☐ Summer**Facilities Open:**

2:00pm-10:00pm 8:00am-11:00pm 8:00am-11:00pm 8:00am-11:00pm 8:00am-11:00pm 8:00am-4:00pm 10:00am-6:00pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

INTEGRITY ASSURANCE

I certify that answers given herein are true and complete to the best of my knowledge, as the information provided in this document will be used as a basis for arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Applicant Signature _____ Date _____

REFERRAL SOURCE

Please check off the source which corresponds to your referral to this position.

☐ Financial Aid Office ☐ On-Campus Sign ☐ Friend ☐ Other. Please specify: _____
☐ WCSU Website ☐ Employee ☐ Walk-In

POSITION DESCRIPTIONS

A **Computer Center Assistant** provides support in computer accounts and basic computer and program use to students, faculty, and staff in the computer centers, as well as monitor and maintain the centers, 24-hour labs, and technology classrooms on campus. A CCA also informs students of available technology resources at WestConn.

A **Training Specialist** provides training in the programs listed on page two, along with all of the CCA responsibilities outlined above. Training Specialists may be asked to author new training materials, and hold workshops and one-on-one tutorials. Hours are mostly on Midtown campus in the Student Technology Training Center SC 225 (STTC).

Information Technology at Western Connecticut State University will provide an information technology environment that delivers a seamless learning atmosphere for students, faculty, and staff. The University will be a leader in using technology to enhance teaching and learning to meet the educational needs of a diversified student body, faculty, and staff. IT&I supports the University's mission of empowering students, assuring effective teaching, strengthening partnerships with people and institutions while supporting continuous improvement, and intellectual integrity.

Applications received will be kept on file for one semester.

Positions are filled on an as-needed basis.

For your application to be considered, it must be E-Mailed to:

IT_Student_Applications@connect.wcsu.edu

Do **NOT** bring this application to the
Information Technology & Innovation office in Old Main 303