



**Academic Computer Support  
Residential Technology Assistant  
Application for Employment**  
(Please type or print clearly)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail Address(s): \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Which Residence Halls are you interested in living in next year (check those that apply):

Liles (Female)    West (Male)    Grant-Lee    LP    Byram    Munson (Female)

Sigmon (Male)    Robertson    No Preference

Have you applied to live in Residence Halls next year?    Yes    No   Where? \_\_\_\_\_

What is your Major / Minor? \_\_\_\_\_

Do you currently own a computer?    Yes    No   If yes, please describe in detail:

Have you ever held jobs where you used a computer (data entry, word processing, graphic design, networking, etc.)? If so please describe the positions you held as well as the names and phone numbers of a reference we can call regarding your experience.

Position/Description	Supervisor's Name	Phone#

Why are you interested in becoming an RTA?

Please describe your personal strengths as well as areas in which you would like to improve.

Please explain your experience with any of the following items. Rank your knowledge as None, Low, Moderate, High, or Expert. Provide any further information you feel is relevant in the blank space. We are looking for applicants that have at least a basic knowledge in some of these areas and a willingness to learn about what an applicant does not know.

Item	Knowledge	Comments
Windows 95 / 98 / 2000 Operating System		
Mac System 7 / 8 Operating System		
UNIX Operating System		
Netscape Navigator / Communicator		
Internet Explorer		
Teaching Others to use Software		
Communication and "People Skills"		
Microsoft Word		
Microsoft Excel		
Software Installation / Configuration		
Electronic Mail Programs		
HTML / Web Authoring		
Networking Concepts / Security		

Please describe your philosophy towards providing excellent customer service?

**Give an example of when you have gone "above the call of duty"?**

**Give us an example of something that frustrates the "average" computer user and explain how you might be able to either prevent or alleviate this frustration as an RTA?**

**Thank you for your application and your interest in an exciting service being offered to students living on campus.**

**Please return this completed application to the Academic Computer Support Office, Duke Hall, when complete. Qualified applicants will be invited for interviews to occur within two (2) weeks. Among the considerations considered for an interview, applicants must have a 2.25 minimum GPA semester. Offers of employment are contingent on the student maintaining this GPA also for Spring Semester. If you have any questions contact Sheree A. Schneider at x6369 or by email (sschneider@lmunet.edu).**