

Part 1

Irvin E. Houck Center for Information Technology

STUDENT EMPLOYMENT APPLICATION

and RCC Application

Please print or type your responses. Applications are retained for one year

Name:

Class of (year):

Date of Application:

Phone:

OCMR#:

Are you a full-time student? (circle one) YES NO

E-mail Address:

Do you have a job award from Financial Aid? (circle one) YES NO If YES, for how much? \$

Name the Center for Information Technology positions for which you wish to be considered in order of preference. The secretary in Mudd 008 has job descriptions for entry-level positions. If you are applying to be a Consultant, Resident Computer Coordinator, or WWW Technician, be sure to complete an application addendum which the secretary can give you.

1 .

2.

3.

EMPLOYMENT HISTORY

1. List all jobs you have held at Oberlin College from most to least recent

Job Title	Supervisor	Period of Employment
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2. List other jobs you have hold that are relevant to the position(s) you seek. Please attach additional sheets if necessary.

Job Title

Company or Place of Employment

Period of Employment

Description of Duties

Job Title

Company or Place of Employment

Period of Employment

Description of Duties

Job Title

Company or Place of Employment

Period of Employment

Description of Duties

SKILLS

List all skills relevant to the position(s) you seek. Skill may have been acquired through hobbies, clubs, course work, etc.

Description of skill	Activity in which acquired	Dates of participation in activity
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ADDITIONAL COMMENTS

Please explain why you wish to be employed by the Computing Center and/or work in the specific position(s) you seek. Also, please feel free to include (or attach) any additional comments which you feel may be relevant to this application.

Part 2

RCC Application

February 2004

Thank you for your interest in the position of Residential Computer Coordinator (RCC)! As you are probably aware, the RCC position is one of the most rewarding and challenging student jobs on campus. Due to the special nature of the position, there are some questions we would like you to answer in addition to those on the standard CIT Student Employment application.

Please answer the questions below (use the word processor of your choice) and complete the CIT Student Employment application (the green sheet). The length of your responses should total no more than 2 pages.

Please submit both the questions below and the CIT Student Employment application.

Your major (or possible major). This has absolutely no bearing on your application - we're just curious.

What makes you want to be an RCC? What aspects of the job interest you?

Have you ever been in a support position (helping/teaching others) in any previous

jobs? If so, please describe that aspect of the job(s) in more detail.

Please describe the qualities which you think a good RCC should have.

Describe the depth of your knowledge in each of the following areas. (List software packages you have used and how familiar you are with them, what you use the platform for most often, general familiarity, number of years' experience, etc.) We do not expect you to be an expert in all of these areas. We would just like to find out about your experience.

A) Macintosh (Mac OS 9.x and Mac OS X)

B) Windows 98 / Windows 2000/ Windows XP

C) Unix /Linux

D) Internet applications

F) Specific Networking experience (installing cards and/or configuring software; give as much detail as possible, including what types of machines, what your position entailed, etc.)

G) Please describe any computer you own and use in Oberlin.

Please indicate your preference, if any, of which residence hall or area of campus (North or South campus) you would like to live in if hired as an RCC. This year we had housing in: Barrows, Burton, Dascomb, East, Langston, Noah, and South, We will work with Residential Life and Services on the exact arrangements.

Any additional comments you'd like to add.

Drop off completed applications at the Help Desk (Mudd 005) or Consultant's Desk (Mudd 052) in CIT or send the appropriate information via email to chester.andrews@oberlin.edu

If you would like more information about what RCC's do or what sort of person we're looking for, stop in/phone/email Chester Andrews in Mudd 009 (x58786), chester.andrews@oberlin.edu) or send email to rcc@oberlin.edu.