Computing & **T**echnology **S**ervices

Student Employment Application

Date: _____

Full Name: _____

Student SUNY Potsdam ID # _____ Campus E-Mail: _____

Local Address: _____

Cell Phone: _____ Home Phone: _____

Year in College (e.g. freshman) _____

Expected Date of Graduation: _____

Major/Minor Field of Study: _____

Work Study Award: Yes _____ No _____

Availability to Work (e.g. days/hours): _____

_____

Please select area(s) of interest (job descriptions are outlined on reverse page):

      Administration/Operations

      Administrative Information Systems (AIS)

      Host & Network Services (HNS)

      Network, Infrastructure & Media (NIM)

      Stillman HelpDesk Assistant

Previous Job Experience: _____

_____

_____

Work Skills: _____

_____

Return applications to the Stillman HelpDesk located in Stillman Hall, Room 105

STUDENT EMPLOYMENT OPPORTUNITIES WITHIN CTS

- **Administration/Operations** provides clerical support to the Operations unit within CTS. Support includes communication within the department as well as the campus community, filing, entering data in spreadsheets, database, etc., assisting the Operations Manager in daily functions of the office. Supervisor: Irene Haverstock, Stillman Hall 219. Summer employment is available as well.

- **Administrative Information Systems Assistant** provides computer application programming support for Banner, BearPAWS and other administrative information systems on campus. Support is based on experience and aptitude and may include application setup, debugging computer programs and participation in the lifecycle of computer applications from design to implementation. Supervisor: Lori Blaha, Stillman Hall 205. Summer employment is available as well.

- **Host & Network Services Assistant** aids in the support and development of Internet technologies, servers, and network electronics. Students are often dispatched to work in a variety of campus locations. Supervisors: Dwight Tuinstra, Stillman Hall 213. Summer employment is available as well.

- **Network, Infrastructure & Media Assistant** provides assistance with the installation and support of campus wiring, which includes telephone and computer network cabling. Other responsibilities include assistance with satellite teleconferences, video conferences, audio/visual setups, and network problems. Often students are dispatched to work in a variety of campus locations. Supervisor: Garnet Barrigar, Kellas Hall 119. Summer employment is available as well.

- **Stillman Helpdesk Assistant** provides customer service and computer support to both callers and walk-in's. Although assigned to Stillman Hall 103, assistants are often dispatched to other campus locations in order to install or troubleshoot computer problems. Supervisor: Steve Major, Stillman Hall 103. Summer employment is available as well.

Return applications to the Stillman HelpDesk located in Stillman Hall, Room 105