**SUNY POTSDAM COLLEGE LIBRARIES**

**Technology Helpdesk Student Worker Application**

*Please save the application as a Microsoft Word Document*

*Email the completed form as an attachment to:* librarytech@potsdam.edu

**Contact Info:**

|  |  |
| --- | --- |
| Name |  |
| Campus Email |  |
| Cell/Phone |  |

**Answer the following questions:**

|  |  |
| --- | --- |
| Have you been awarded Work Study? (Y/N)(If you are unsure, go to the Financial Aid Office in Raymond Hall) |  |
| When is your expected Graduation date? |  |
| Have you ever had an on campus job? (If Yes: Where?) |  |
| Which are you more comfortable with, Mac/PC? |  |

Which of the following are you familiar with/have a working knowledge of?

|  |  |
| --- | --- |
| Windows? ( 7/ 8/10?) |  |
| Mac OSX? (Lion/Mountain Lion/El Capitan) |  |
| Microsoft Office Suite? (Word/Excel/Publisher/Onenote/Access/Powerpoint/Etc) |  |
| Helios? |  |
| Moodle? |  |

What skills, if any, do you possess that were not asked about here or that you think I should know about? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mark clearly the times that you CAN NOT work due to other commitments (Class, Sports, Clubs, Concerts, etc)**

**We understand you may not know your final schedule at this time- this portion can be completed later.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Sun** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** |
| **8-9 AM** | **Closed** |  |  |  |  |  | **Closed** |
| **9-10 AM** | **Closed** |  |  |  |  |  | **Closed** |
| **10-11AM** | **Closed** |  |  |  |  |  | **Closed** |
| **11-Noon** |  |  |  |  |  |  | **Closed** |
| **12-1 PM** |  |  |  |  |  |  | **Closed** |
| **1-2 PM** |  |  |  |  |  |  | **Closed** |
| **2-3 PM** |  |  |  |  |  |  | **Closed** |
| **3-4 PM** |  |  |  |  |  |  | **Closed** |
| **4-5 PM** |  |  |  |  |  |  | **Closed** |
| **5-6 PM** |  |  |  |  |  |  | **Closed** |
| **6-7 PM** |  |  |  |  |  | **Closed** | **Closed** |
| **7-8 PM** |  |  |  |  |  | **Closed** | **Closed** |
| **8-9 PM** |  |  |  |  |  | **Closed** | **Closed** |
| **9-10 PM** |  |  |  |  |  | **Closed** | **Closed** |