



Student Computing Services (SCS) Student Lab Assistant Application

Last Name:

First Name:

NEIUport NetID:

Student ID #: 2 number extension required

NEIU E-Mail Address: @neiu.edu

Submission Instructions are found on the last page

Enrollment Status*

* Student Lab Assistant Positions are not available for students who have completed over 90 credit hours.

Major

Graduate Students
Graduate students may fill out the Graduate Assistantship Application Form at the Graduate College.

Total GPA

What year do you expect to graduate?

Do you have Workstudy Money*?

*If yes, your application may be reviewed first and you will be asked to provide a "Referral Form" from Student Employment

Have you filled out an application with us previously?

If Yes, when?

How did you hear about us?

Have you worked on campus before?

If so, please describe where you worked and whether your experience there will assist you in this position:

Are you willing to take a computer skills assessment test*?

* This test is for internal department use only whereas it will be used to assess a potential employee's computer skills.

* This test will not be used to meet any type of graduation equivalent

Do you access NEUport on a regular basis?

Do you check your NEIU E-mail on a regular basis?

How often do you visit the Student Computing labs?

Which Operating System do you prefer to use?

Please explain why Student Computing Services should review your application before all of the others that are submitted.

Please describe what experience you have teaching others:

Have you ever written any documentation or tutorials*?

*This does not include homework or essays written for a class at NEIU

If Yes, what was the document for?

A computer Lab Assistant Requires frequent face-to-face communication with clients. What previous Customer Service experience do you have?

**Thank you for your interest in employment with
Student Computing Services.**

You will receive correspondence from Student Computing Services if and only if:

- 1) There is a position available.**
- 2) You followed ALL of the instructions.**
- 3) You answered all of the questions in complete sentences and with complete accuracy.**
- 4) Your application accompanies the SCS Lab Assistant Application Package.**