

OFFICE OF EDUCATIONAL INNOVATION & EVALUATION

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(785) 532-5930 Office (785) 532-7185 Fax

UNDERGRADUATE RESEARCH ASSISTANT APPLICATION

Applicant Information

Date of Application	Name	Phone	SSN		
Present Address		Permanent Address			
Email					
I am a (check one)	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	Major

Current Courses

Days	From/To	Course	Days	From/To	Course

Times I am available to work:	Mon Tue		To	Wed		To	Thu		To	Fri		To	Total Hrs per Wk
	From	To		From	To		From	To		From	To		

RESEARCH AND ANALYTICAL SKILL LEVELS

Check the number that best describes your skill/experience level: 1 Proficient; 2 Some Experience; 3 No Experience.

Personal Computer Program	Data Skills			Skill	Internet and Library Searches			Search Type	General Office Work						
	1	2	3		1	2	3		Activity	1	2	3			
SPSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hale Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multi-line phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating graphs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSN Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Document production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Faxing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating on-line surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transcription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Webmail/E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

REFERENCES

KSU Faculty Member	Dept & Bldg	Phone	Email Address
1			
2			
3			
Employer	Address	Phone	Email Address
1			
2			
3			

APPLICANT SIGNATURE

<i>By signing this application I agree that the information provided is true and correct to the best of my knowledge.</i>	Applicant Signature	Date
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Please print and sign/date your completed application and return it to OEIE with your resume.
Thank you for your interest in employment with the Office of Educational Innovation and Evaluation at KSU.