

Computer Room Consultant Trainee

starts at \$10.50/hr

Do you enjoy helping people?

Are you interested in learning technology?

As a CRC, you welcome students and faculty to our computer rooms and help them with the challenges of technology. Your day may consist of helping clients with various tasks, creatively solving problems, and ensuring the labs run smoothly and are kept clean. This position will prepare you for future jobs in customer support, technology, and problem solving.

Qualifications

- Ability to assist and advise clients in a pleasant and courteous manner
- Have excellent written and verbal communication skills
- Work well independently and as part of a team
- Remind clients of Computer Lab Management policies
- Self-driven to learn new software and application tools
- Must attend yearly Boot Camp training and other mandatory events
- Must maintain student status (enrolled, PELP, etc.)
- Must work a minimum of 12 hours per week

Note: May be required to work when not scheduled with academic commitments.

Interested? Complete the following:

1. Read the full “Computer Room Consultant Trainee” job description at computerrooms.ucdavis.edu/jobs
2. Complete the attached application form (or the CRC Job Application” PDF at computerrooms.ucdavis.edu/jobs/applications.html)
3. Personally bring a printed copy of your completed application to **301 Surge IV** so we can meet you
Hours: 9am-4pm, Monday through Friday

All Computer Lab Management positions come with opportunities for promotion.



UCDAVIS
COMPUTER LAB MANAGEMENT

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Name: _____

Date: _____

Permanent Address:

Permanent Phone:

Local Address:

Local Phone:

Email Address:

Major: _____

Expected Graduation Date: _____

Current Class Standing

First Year

Third Year

~~Over 4~~

Second Year

Fourth Year

Have you ever applied for a Computer Lab Management position? YES NO

If yes, have you ever been interviewed by Computer Lab Management? YES NO

Number of hours per week that you would like to work _____

If not scheduled for a class or other academic commitment, can you work:

Early Mornings Afternoons

Evenings Weekends

If you are currently employed, do you intend to work both jobs? YES NO

Please list your last 2 jobs:

Dates Employed	Job Title	Supervisor Name
Salary	Company Name/Phone Number	
Duties		

Dates Employed	Job Title	Supervisor Name
Salary	Company Name/Phone Number	
Duties		

COMPUTER EXPERIENCE

Please check your comfort level for answering questions about the following software:

	Little or no Experience	Beginning	Intermediate	Advanced
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe InDesign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Flash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Dreamweaver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Premiere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iMovie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Cut Pro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vectorworks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sketchup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telnet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apple Safari	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firefox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Chrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FTP Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deadalus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAS for DOS/Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter the model or processor type of computers that you have used before. If you have had no experience then simply write down "none". (i.e. MacBook Pro, iMac, Dell Optiplex 780, PC - core i7)

MAC _____

PC _____

Do you own a computer at home? If so, what kind?

How long have you owned the computer and what software do you use on it?

Are you familiar with any other type of computer hardware? (list brands and specifications)

Please place a check by the media equipment that you are familiar with:

- | | | | |
|-----------------------------|--------------------------|---------------------------|--------------------------|
| VHS Player | <input type="checkbox"/> | Slide Scanner | <input type="checkbox"/> |
| DVD Player | <input type="checkbox"/> | Firewire/ USB Hard Drives | <input type="checkbox"/> |
| Video Editing System | <input type="checkbox"/> | Flash Drive | <input type="checkbox"/> |
| DV Video Camera | <input type="checkbox"/> | | |
| Film Recorder/Slide Shooter | <input type="checkbox"/> | | |
| Flatbed Scanner | <input type="checkbox"/> | | |
| Document Scanner | <input type="checkbox"/> | | |

What is your comfort level and usage with the following Operating Systems?

	Little or no Experience	Beginning	Intermediate	Advanced
MAC OS list version(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WINDOWS list version(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNIX/LINUX list version(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there other media production equipment that you are familiar with but are not listed above?

Describe any graphic design or desktop publishing experience.

Describe any experience you have creating web pages.

Do you own a printer or have you used one at home on a regular basis? If so, what kind?

Please list any scripting or programming languages with which you are familiar.

INFORMATION and EDUCATIONAL TECHNOLOGY (IET) FAMILIARITY

Place a check of the IET departments with which you have had contact:

- IT Express
- ATS (Surge II)
- IT Professional Services (ITPS)
- A-V Loan

Other _____

How often have you used the following IET Computer Rooms?

	a few times	several	often	daily
73 Hutchison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 Hutchison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78 Hutchison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93 Hutchison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
1 Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
241 Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
247 Olson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
2101 SCC (Open Access Lab)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2102 SCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2103 SCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
102 Wellman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2020 Sci Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2060 Sci Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
163 Shields (Center for Accessible Technology (CAT))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
182 Shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90A Shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90B Shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
MU 246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CUSTOMER SERVICE

List any customer service experience you have:

Have you ever taught classes, workshops, summer-camp programs? Have you ever tutored anyone?

Describe your experience helping people with computer problems?

What is your perception of this position?

What skills do you possess that would benefit this position?

Please list any references below: (please, no family members)
(If you wish, you can attach a resume or letters of recommendations)