

Administrative Support Trainee

starts at \$11.00/hr

Are you meticulous and organized?

Do you pay attention to detail and follow every step of instructions?

In Admin Support, you are the glue that holds the computer labs together. You will work in our main office greeting visitors, ordering supplies, processing and organizing documents, and much more. This position will help prepare you to work in any busy professional environment.



Qualifications

- Complete tasks accurately and by set deadline
- Work well independently and as part of a team
- Superb verbal and written communication skills
- Ability to handle sensitive and private information
- Comply with UC Davis policies and procedures
- Must maintain student status (enrolled, PELP, etc.)
- Must work a minimum 12 hours per week between 9am–4pm, Monday–Friday

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

Interested? Complete the following:

1. Read the full “Administrative Support Trainee” job description at computerrooms.ucdavis.edu/jobs
2. Complete the attached application form (or the “Administrative Support 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

All Computer Lab Management positions come with opportunities for promotion.

UC DAVIS
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

Freshman

Junior

Grad

Sophomore

Senior

Have you ever applied for a position with Computer Lab Management? 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 _____

Can you work: Early Mornings Afternoons
if you do not have class or another academic commitment?

Can you work: Summer breaks Winter, Spring breaks
You will not be required to work the entirety of these breaks, and vacations are allowed with prior notice to your supervisor.

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
Company Name/Phone Number		
Duties		

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Company Name/Phone Number		
Duties		

COMPUTER EXPERIENCE

Please check your comfort level for answering questions about the following software:
(if you are not comfortable with the software please do not check any boxes)

	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"/>
Microsoft Outlook	<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"/>
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"/>
Apple Safari	<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"/>
Mozilla Firefox	<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"/>

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)

MACINTOSH _____

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?

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

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

	Beginning	Intermediate	Advanced
MAC OS list version(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WINDOWS list version(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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INFORMATION and EDUCATIONAL TECHNOLOGY (IET) FAMILIARITY

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

IT Express	<input type="checkbox"/>
ATS (Surge II)	<input type="checkbox"/>
IT Professional Services (ITPS)	<input type="checkbox"/>
AV Loan	<input type="checkbox"/>

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 SciLab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2060 SciLab	<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"/>

ADMINISTRATIVE EXPERIENCE

Do you have any office-type job experience? If yes, please explain.

Do you have any experience in which you were the sole organizer? If yes, please explain.

Please list any spreadsheet or word processing applications you have used. Please explain how you have used them?

Describe any experience you have creating web pages.

What public relations experience have you had?

Do you have any experience dealing with the University administrative system? Please list experience and expand.

CUSTOMER SERVICE

List any customer service experience you have:

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

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)