



Pomona College
Information Technology Services



Application for Employment

Thank you for your interest in working at ITS! We are looking for dedicated, motivated, and friendly students to staff the helpdesk. Applicants should possess a basic knowledge of computers, but ITS provides on-the-job training, and all consultants receive training for all skills the job requires. Our employees are among the highest-paid student workers at Pomona, and we provide very flexible scheduling. We also offer several opportunities for promotion and advancement, summer jobs, and ways to apply your own unique skills on specific projects.

Name	
E-Mail Address	Campus Extension
Cell Phone Number	Campus Mailbox
Major	Graduation Year

Please rate yourself from 1 (inexperienced) to 10 (very experienced) with the following skills and technologies. Please be honest — we will provide you with all the training necessary for the job.

Windows 2000	1	2	3	4	5	6	7	8	9	10
Windows XP	1	2	3	4	5	6	7	8	9	10
Mac OS X	1	2	3	4	5	6	7	8	9	10
Linux / UNIX	1	2	3	4	5	6	7	8	9	10
Windows Networking	1	2	3	4	5	6	7	8	9	10
Windows Troubleshooting	1	2	3	4	5	6	7	8	9	10
Anti-Virus Software	1	2	3	4	5	6	7	8	9	10
Anti-Spyware Software	1	2	3	4	5	6	7	8	9	10
Mac OS X Troubleshooting	1	2	3	4	5	6	7	8	9	10
Microsoft Office (Word, Excel, etc.)	1	2	3	4	5	6	7	8	9	10
Multimedia Software (Photoshop, Final Cut Pro, etc.)	1	2	3	4	5	6	7	8	9	10
Web Development	1	2	3	4	5	6	7	8	9	10
Programming	1	2	3	4	5	6	7	8	9	10
People Skills	1	2	3	4	5	6	7	8	9	10



Pomona College
Information Technology Services



Application for Employment

Please complete the following questions. Feel free to attach an additional sheet with your answers.

Why do you want to work for ITS?

What experience do you have with customer service?

What experience do you have with computers?

What experience do you have teaching people to use computers or software?

ITS strives not only to help students with computer problems, but to provide friendly and helpful service. Good communication skills and a positive attitude are just as important as technical skills. Do you feel that you will be able to meet these expectations?

Describe any additional qualifications or skills relevant to the job:

Thank you for applying to ITS! Please return this application to Matt Walker (during the day – his office is in the back of the ITS building) or one of the student supervisors (who work at the helpdesk in the evenings). We will contact you soon to schedule an interview. If you have any questions about the job or about this application, please don't hesitate to contact the student supervisors at supers@pomona.edu or Matt Walker at matthew.walker@pomona.edu.