

## Student Employment Profile

STUDENT NAME: \_\_\_\_\_ CWID#: \_\_\_\_\_  
Last First M.I.

Circle: **FRESHMAN** **SOPHOMORE** **JUNIOR** **SENIOR** **GRADUATE**

Campus/Local Address: \_\_\_\_\_  
Street/PO Box City State Zip

Campus/Local Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Are you interested in being put on a list of temporary or special projects?

- Yes
- No

Are you interested in community service employment opportunities?

- Yes
- No

Are you interested in babysitting for a faculty or staff member?

- Yes
- No

**Indicate times available to work:**

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Check each skill below that you possess or have experience doing. If you have a skill not listed, please indicate below.

**SKILLS**

- Phones
- Filing
- Visitor Hospitality
- Tutor
- Reader
- Data Entry
- Word Processing
- Bookkeeping
- Organizational Skills
- Research
- Customer Service
- Food Service
- Media Equipment
- Technician
- Cashier
- Oral/Written Communication

**ATHLETIC ABILITIES**

- Lifeguard
- Fitness Trainer
- Officiating Experience
- Aerobics Instructors
- Team Manager

**COMPUTER KNOWLEDGE**

- Windows Operating System
- Windows 2007 Server
- Microsoft Word 2007/2010
- Microsoft Excel 2007/2010
- Microsoft PowerPoint 2007/2010
- Microsoft Access 2007/2010
- HTML
- Mainframe

- Banner
- Lotus Notes
- Mozilla Firefox
- Internet Explorer
- Oracle
- UNIX/LINUX
- C++
- DOS version 5.0 or above
- OS/2 Land Server 4.0 or above
- Network Hardware Installation
- Network Software Installation
- Installation and Maintenance
- Printer Troubleshooting
- Web Design

OTHER:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\*NOTE TO SUPERVISORS: Please return this form to the Director of Student Employment if the student named above is not hired by your department.\*\*\***