**OFFICE OF EDUCATIONAL INNOVATION & EVALUATION**

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**UNDERGRADUATE RESEARCH ASSISTANT APPLICATION**

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| **Applicant Information** |
| Date of Application | Name | Phone | SSN |
|   |       |       |       |
| Present Address | Permanent Address |
|       |       |
| Email |
|       |
| I am a(check one)  | [ ]  Freshman | [ ]  Sophomore | [ ]  Junior | [ ]  Senior | Major |       |

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| **Current Courses** |
| Days | From/To | Course | Days | From/To | Course |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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| Times I am available to work: | Mon | Tue | Wed | Thu | Fri | Total Hrs per |
|  | From | To | From | To | From | To | From | To | From | To | Wk |
|  |       |       |       |       |       |       |       |       |       |       |    |
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|  |       |       |       |       |       |       |       |       |       |       |  |

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| **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** | **Data Skills** | **Research Experience** | **General Office Work** |
| **Program** | **1** | **2** | **3** | **Skill** | **1** | **2** | **3** | **Search Type** | **1** | **2** | **3** | **Activity** | **1** | **2** | **3** |
| SPSS | [ ]  | [ ]  | [ ]  | Data entry | [ ]  | [ ]  | [ ]  | Hale Library | [ ]  | [ ]  | [ ]  | Multi-line phone | [ ]  | [ ]  | [ ]  |
| MS Excel | [ ]  | [ ]  | [ ]  | Data verification | [ ]  | [ ]  | [ ]  | Scopus | [ ]  | [ ]  | [ ]  | Filing | [ ]  | [ ]  | [ ]  |
| MS Word | [ ]  | [ ]  | [ ]  | Creating graphs | [ ]  | [ ]  | [ ]  |  |  |  |  | Copying | [ ]  | [ ]  | [ ]  |
| MS PowerPoint | [ ]  | [ ]  | [ ]  | Creating tables | [ ]  | [ ]  | [ ]  |  |  |  |  | Inventory | [ ]  | [ ]  | [ ]  |
| MS Access | [ ]  | [ ]  | [ ]  | Document production | [ ]  | [ ]  | [ ]  |  |  |  |  |  |  |  |  |
| Adobe Acrobat | [ ]  | [ ]  | [ ]  | Creating on-line surveys | [ ]  | [ ]  | [ ]  |  |  |  |  |  |  |  |  |
| Outlook | [ ]  | [ ]  | [ ]  | Transcription | [ ]  | [ ]  | [ ]  |  |  |  |  |  |  |  |  |
| ArcGIS | [ ]  | [ ]  | [ ]  | Creating graphics | [ ]  | [ ]  | [ ]  |  |  |  |  |  |  |  |  |

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| **REFERENCES** |
| Name | Type (Personal/Professional)  | Phone | Email Address |
| 1       |       |       |       |
| 2       |       |       |       |
| 3       |       |       |       |

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| **APPLICANT SIGNATURE** |
| *By signing this application I agree that the information provided is true and correct to the best of my knowledge.* |  |
| *Applicant Signature* | *Date* |

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.*