**OFFICE OF EDUCATIONAL INNOVATION & EVALUATION**

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**UNDERGRADUATE RESEARCH ASSISTANT APPLICATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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| **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.*