

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)	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Major	

Current Courses					
Days	From/To	Course	Days	From/To	Course

Times I am available to work:	Mon		Tue		Wed		Thu		Fri		Total Hrs per Wk
	From	To	From	To	From	To	From	To	From	To	

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 Program				Data Skills Skill					Research Experience Search Type				General Office Work Activity			
	1	2	3		1	2	3		1	2	3		1	2	3	
SPSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hale Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multi-line phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scopus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating graphs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Copying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Document production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating on-line surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transcription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
ArcGIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

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

APPLICANT SIGNATURE	
By signing this application I agree that the information provided is true and correct to the best of my knowledge.	<div style="display: flex; justify-content: space-between;"> <i>Applicant Signature</i> <i>Date</i> </div>

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.