

OFFICE OF EDUCATIONAL INNOVATION & EVALUATION

2323 Anderson Avenue, Suite 220, Manhattan, KS 66502

(785) 532-5930 Office (785) 532-7185 Fax

UNDERGRADUATE RESEARCH ASSISTANT APPLICATION

APPLICANT INFORMATION															
Date of Application		Name				Phone			SSN						
Present Address						Permanent Address									
E-mail															
I am a (check one)	Freshman		Sophomore		Junior		Senior		Major						
CURRENT COURSES															
Days	From/To		Course				Days	From/To		Course					
Times I am available to work:	Mon From To		Tue From To		Wed From To		Thu From To		Fri From To		Total Hrs per Wk				
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			Analytical and Data Skills				Internet and Library Searches				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			
Windows XP				Data verification				Manhattan Library				Filing			
MS Excel				Creating graphs				Google				Copying			
MS Word				Creating tables				MSN Search				Inventory			
MS PowerPoint				Document production								Faxing			
Web mail/E-mail				Creating on-line surveys											
Adobe Acrobat															
REFERENCES															
KSU Faculty Member				Dept & Bldg				Phone				Email Address			
1															
2															
3															
Employer				Address				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.								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.