Employment Application for Lab Aides

TO: Learning Resources Center Lab Aide Job Applicants  
FROM: John A Dowell  
Technology Literacy Specialist, Learning Resources Center  
DATE: 1/11/16

A Learning Resources Center Lab Aide offers assistance to any MSU student who comes in, helping to ensure their success at the University. LRC Lab Aides pride themselves in being knowledgeable, efficient, and friendly.

Lab Aide Qualifications

• Must have work-study and provide documentation  
  <http://finaid.msu.edu/work.asp>  
• Minimum overall GPA of 2.5+  
• Enrolled for a minimum of 1 credit hour at MSU  
• Skillsets associated with working in a busy computer lab  
• Successful completion of CSE 101 with a 3.0 or above strongly preferred

Lab Aide Responsibilities

• Check-out and check-in of laptop computers, headphones, &c  
• Maintain security of all LRC assets  
• Assist students individually or in group settings  
• Troubleshoot basic networking, hardware, and software issues  
• Assist faculty in working with hardware and software  
• Document all assistance and computing issues  
• Assist LRC staff with various projects, take messages, &c  
• Maintain order and cleanliness of Lab and LRC assets  
• Other duties as needed

Completed applications are to be returned to Room 202 Bessey Hall. Please bring your social security card and a photo ID (e.g., drivers license) and be ready to demonstrate receiving Work-Study when you fill out your application. Incomplete applications will not be considered.

Print Name (Last, First) _____________________________________________

Please complete all applicable information on the following pages
Employment Application for Lab Aides

Today's Date: _____________________________

**Personal Information**

Print Name (Last, First) _____________________________________________

Student PID Number _______________________________________________

Social Security Number _____________________________________________

Local Address _____________________________________________________

    State/Zip _______________________________________________________  

Home Address _____________________________________________________

    State/Zip _______________________________________________________  

Home Phone _______________________________________________________

Local Phone ______________________________________________________

Mobile Phone _____________________________________________________

E-mail ___________________________@msu.edu

Year in school (circle one)  FR   SO   JR   SR   GRAD

Major _________________________  Minor (if applicable) __________________

Overall GPA _________________  Do you have work study? Yes  No

**References**

1._______________________________________________________________  
   Name

   _____________________________  Phone/E-mail  Relationship

2._______________________________________________________________  
   Name

   _____________________________  Phone/E-mail  Relationship
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Please include a brief description (40-75 words—yes, they will be counted) of why you are considering a Lab Aide position with the Learning Resources Center.

Please include a brief description (40-75 words—again, they will be counted) of what knowledge, skills, experience, or abilities you feel you currently have that will help you contribute to the Learning Resources Center.
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NEW HIRES WHO HAVE NOT USED WORK-STUDY MONEY BEFORE WILL NEED TO HAVE THESE ADDITIONAL MATTERS INCLUDED IN THEIR APPLICATION:

- Printout of Current Loans page <http://stulInfo.msu.edu> (Materials below should be completed after a successful interview.)

- I-9 form <http://www.newi9.com> [employee code is: 16628; location is: 10053839] NOTE: Start Date must be before the i-9 is completed—student to contact the Technology Literacy Specialist immediately after finishing i-9.

- Photocopy—made by LRC staff only—of applicant’s ORIGINAL Social Security card

- Photocopy—made by LRC staff only—of government-issued ID with photo (e.g., drivers license, passport) NOTE: Center Coordinator Sam Drake is a registered verifier, so he is to receive all documents to verify the i-9. He then shares this with Angela Jones.

- Completed Hiring Form <http://lrc.msu.edu/tutoring/LabAide-Tutor_HiringForm.pdf>

OPTIONAL BUT ENCOURAGED:

- Direct Deposit from MSU to bank (e.g., MSUFCU <https://www.msufcu.org/p_directdeposit.html>)