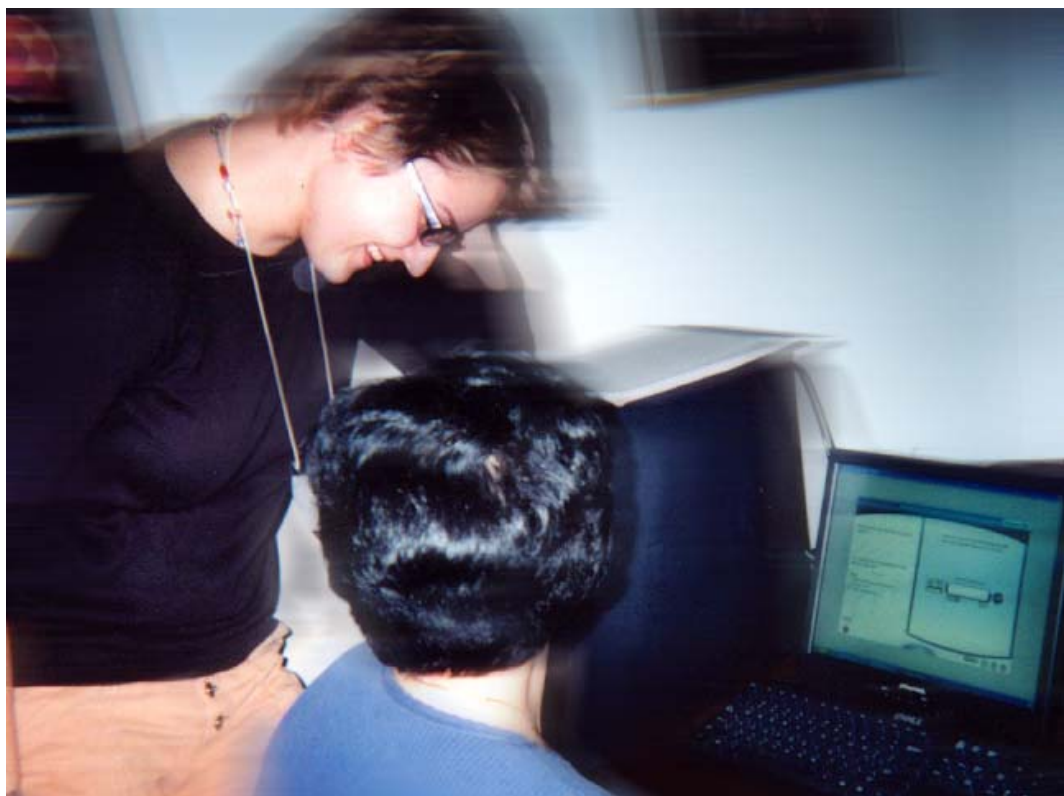


# COMPUTER ASSISTANT

APPLICATION FOR PART-TIME EMPLOYMENT  
AS A COMPUTER ASSISTANT



IN THE  
DOLCIANI MATHEMATICS LEARNING CENTER

Dear Applicant,

As you consider applying for a position in the Dolciani Mathematics Learning Center, there are several questions that I am sure you have about us. This information has been prepared to answer many of these preliminary questions.

Please read through this information carefully and fill out the application form at the end. Mail only the application form to:

The Dolciani Mathematics Learning Center  
695 Park Avenue, 300 North  
New York, New York 10065

Or

You may drop it off at the Center, Room 300HN. Please label your envelope:  
ATTN: Part-Time Recruitment.

The **Hiring Process** begins when you turn in your application. After reviewing your application, you will be contacted and an appointment set up for you to take our screening examination. This is required of every employee who is hired. It assures us that you have the qualifications that we need. Once this is done, you will be called for an interview. At the interview, you will be notified as to whether you have been hired or not. If hired, you will then be asked to fill out payroll forms, given any specific information that you need for the job, and scheduled for training. If you are unable to work within our schedule for a particular semester, please feel free to re-apply for the next semester.

Thank you for your interest and time. I look forward to meeting you.

Sincerely,

Mrs. Barbara Barone  
Director  
Dolciani Mathematics Learning Center

**The Dolciani Mathematics Learning Center** is a laboratory type of facility, designed primarily for the utility of computer, tutorial, and audio-visual materials in learning mathematics and statistics. At the current time we support Pre-101, Math 100, 101, 104, 105, 120, 121, 125, 150, 155,160, 250, 255, 260, 311, and Stat 113. We also work with students who need to re-learn, or in many cases, learn for the first time, the arithmetic and algebra skills needed to succeed in other courses at Hunter. The Center is open generally from 9:00 am to 8:30 pm four days a week, 9:00 am to 4:00 pm Fridays and 9:00 to 4:00 pm on Saturdays.

AS A COMPUTER ASSISTANT you will be responsible for:

- unpacking and installing new computers;
- troubleshooting and repairing PC's;
- installing and managing network cabling;
- updating computer software;
- doing preventive and on-going maintenance on all lab audio/visual and computer equipment;
- assisting students during open hours with software and specific problems.

## **SKILLS NEEDED**

### COMPUTER

- Windows XP, Office Suite, especially Word and Excel
- Networking experience helpful (Active directory, trouble shooting, TCP/IP configuration)
- Knowledge of hardware and other peripheral configurations
- Ability and willingness to learn new technologies
- Mathematica, SAS, SPSS helpful, but not required

### MATH SKILLS

Minimum of MATH 125, further studies recommended.

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK  
DEPARTMENT OF MATHEMATICS AND STATISTICS  
DOLCIANI MATHEMATICS LEARNING CENTER

**APPLICATION FOR EMPLOYMENT**

Computer Assistant

**PLEASE PRINT ALL INFORMATION CLEARLY**

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ARE YOU A STUDENT? \_\_\_\_\_ AT HUNTER? \_\_\_\_\_ ANOTHER SCHOOL? \_\_\_\_\_

Math courses and grades: \_\_\_\_\_  
\_\_\_\_\_

Stat courses and grades: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills/Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you feel you would be an asset to this team?  
\_\_\_\_\_  
\_\_\_\_\_

FACULTY REFERENCE: \_\_\_\_\_

ADDRESS OR TELEPHONE: \_\_\_\_\_

PERSONAL REFERENCE: \_\_\_\_\_

ADDRESS OR TELEPHONE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

When applying, please turn in this page only.