## ITS Graduate Assistant Application Form

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| **Graduate Assistant Application Form**    **USP IT Services** | | |
| 1. **Area – Network Operating Center (NOC)** | | |
| 1. **Personal Information** | | |
| First Name  Name: | Surname | Student ID No. |
| Residential Address: | | Phone contact: |
| Date of Birth: | | Citizenship: |
| Special physical, medical or health needs: | | |
| Current Student Status: □ Undergrad □ Post-graduate □ Recent Graduate | | |
| Majors: | | |
| 1. **Extra-curricular Information** | | |
| List any previous employment or internship that is relevant to the Area (1) which you are applying for. | | |
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| Please use the space below to provide any additional information that may assist your application (Certifications etc) | | |
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| 1. **Reference** | | |
| Please list the name of your referee below. Your referee should be from a Faculty. | | |
| Name: Department/Faculty: | | |
| Phone: □ Lecturer; □ Head of Dept ; □ Faculty Member | | |
| 1. **Resume (optional):**   Attach a current resume | | |
| 1. **Academic Transcripts:**   Attach an academic transcript or grade report (You may obtain an unofficial transcript from Student Academic Services (SAS) or print a grade report from the web (SOLS, http://www.student.usp.ac.fj/)   1. **Signature:**   I certify that all the information I have provided on this application is correct.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please turn over for application checklist, brief job description and base selection criteria | | |
| 1. **Graduate Assistant Application Checklist**   The checklist is to aid you in compiling you application materials  Please include the following in your application packet:   1. A completed **Graduate Assistant Application** 2. **One letter of reference** from a Faculty or department member(can be in the form of an e-mail) 3. A current **resume(optional)** 4. A current **transcript** (may be unofficial) that lists results of previous semester 5. Application information that may require for space then the allocated on the application form is to be properly attached and referenced 6. **Brief Job Descriptions**   **Network Operating Center Technical Support**  A Graduate Assistant working under the NOC Unit will be required to do the following:   * Fully understand the role of all section along with associated work policies and procedures * Attend to analysis and programming work provided and agreed to with the NOC Unit * Required to know Perl, PHP, C++, Bash and be able to Program in a Linux.environment * Carry out documentation * Attends to Section Meetings * Perform required administrative duties * Uphold all Systems & Networks Section policies and procedures  1. **Base Selection Criteria** 2. Recent Graduate or will be Graduating in Computing Science / Engineering 3. Must have GPA of 3.0 and above will be considered. 4. Should have good customer relations and interpersonal skills. 5. Good communication skills. 6. Have the ability to work under pressure and as part of a team. 7. Has a positive attitude   Return this form before the closing date to:  IT Services, Helpdesk,  Ground Floor, Japan-Pacific ICT Center  USP, Suva, Fiji.  **Closing time/date: 5pm, 9th December 2011.** | | |