Are you interested in being a Computing Advisor?

Online CA Application

Are you a first-year student? Do you enjoy helping others? Are you interested in computing and technology? Are you familiar with PC or Macintosh applications? Do you want to learn more about computers and networks? If the answer to all these questions is yes, you should apply to work in ITC’s Computing Advisor program for 2006-2007.

Information Technology and Communication (ITC) will hire a select number of incoming first-year students as Computing Advisors (CAs) in first-year housing for the 2006-07 academic year. One CA will be assigned to each first-year residence hall. If you apply and are selected for consideration, you will be contacted via email or phone to set up an appointment for an interview. Ideally, the interview will be scheduled before you arrive, and take place while you are here for Summer Orientation.

Fill out the online application to be a CA. The deadline for submitting an application is July 24, 2006.

Responsibilities:

CAs are required to move into their residence halls on August 16, 2006 between the hours of 8:00 a.m. and 12:00 noon. Special training for CAs begins on Wednesday afternoon and goes through Friday. You are required to work along with the technical staff on Move-in Day (Saturday, August 19, 2006). On Wednesday evenings during the first semester, CAs have more training and are assisted by ITC staff as they provide computing support to first-year students in the residence halls. Students who accept CA positions provide approximately 5 hours of consulting each week in the form of group sessions and individual consultations. CAs are not expected to solve all computing problems, but to direct questions and problems appropriately. At the beginning of the year CAs also conduct a complete computing inventory of their residence halls. It is possible to see the computing inventory information from the current and previous years.

Benefits

CAs will get initial and ongoing training in the computing environment at U.Va. and in ITC-supported applications. CAs will gain the experience needed to possibly become an ITC Help Desk Assistant or Student Lab Consultant in the future. CAs will be paid approximately $500 per semester.

Who Should Apply?

The most competitive candidates for the CA position will be incoming first-year students with an interest in computers and in helping others. Experience in using the Windows or MacOS environment and microcomputer applications is helpful, but depth of experience is less important than a desire to learn and help others.
Application and Selection Process:

Fill out the online application at [http://web.virginia.edu/labcon/applications/labconapp.asp](http://web.virginia.edu/labcon/applications/labconapp.asp) before the **Monday, July 24, 2006 deadline**. Interviews for those interested in being a computing advisor will be held while you are here for Summer Orientation. No interviews will be conducted after August 1st. Applications will be reviewed as they are received. References of promising candidates will be checked over the summer and finalists will be contacted by phone or email for the formal job offer on or before August 4, 2006. Again it is our intent to have all CA positions filled by the beginning of fall semester.

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