Application for Employment

ⓘ   The Sawyer Computing Center is NOT accepting applications for the Spring 2014 Semester.

Application

The Office of Technology Management no longer prints and maintains paper forms for walk-in applicants.

If you are interested in working at the Sawyer Computing Center, you may download and print the application at your leisure and drop it off **in person** at our office. Applications received by mail are not given consideration.

- Application for Employment (pdf)

Hiring Process

The Office of Technology Management maintains a professional hiring process by which new coordinators are placed.

In the past, we have received many inquiries as to our hiring process. Because of these, we have decided to include here a brief overview of our process, as well as what to expect when submitting an application.

An overview of the hiring process is as follows:

- Application review and selection
- In-person interview
- Scheduling availability placement and confirmation
- Final placement and hiring
- Training

⚠   The Office of Technology Management does not hire on a first-come, first-served basis.
In addition, while friend references are allowed and encouraged, we do not hire on references alone.

All applicants who are considered for employment at the Sawyer Computing Center are given equal consideration and weighed based on competence, availability, and their ability to work with and communicate effectively with students.

Hiring Timeline

While OTM does not practice a first-come, first-served basis for hiring coordinators, we do implore prospective applicants to submit their applications early on.

Hiring for the next semester is usually done at the end of the previous term. This means that coordinators looking for work in the Fall should apply at the end of the Spring semester. This is doubly important if you are an international student and have not yet obtained a Social Security Card, as that process generally takes about one month.

A general hiring time line is provided below:

- For Summer & Fall positions
    - Applications accepted starting April 1

- For Spring positions
    - Applications accepted starting November 1

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