

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISÉD
SUBJECT Computer Operations Aide	RANK x122	GROUP II	CBC *	PHYSICAL

* position specific

DEFINITION:

Under the limited supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Operates a digital computer and ancillary computer equipment including unit record and forms handling devices.
- (b) Performs such quality control functions as are normally assigned to computer operations.
- (c) Maintains logs and records as directed by superiors.
- (d) Performs testing maintenance and cleaning operations as directed.

BASIC QUALIFICATIONS:

Strongly recommend: Math 190 - Introduction to Scientific Computing - enrolled in or completed.

QUALIFICATIONS FOR STARTING AT STEP B:

In addition to course work recommendation, one year comparable experience is required.