DEFINITION:

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

(a)   Oversees the daily use of the University MicroComputer Laboratory. Maintains equipment in proper operating condition including, but not limited to minor repairs and adjustments of hardware.

(b)   Maintains a library of software and related books, articles, documentation for all software and operating systems, overseeing the use and availability of these documents on both and in-lab and loan basis.

(c)   Assists students as a consultant in the operation and utility of the laboratory, its equipment, and the software in normal use in the lab.

(d)   Develops software: Utilities for use in the MicroComputer Laboratory to aid in more efficient use of the lab. Educational software to be used by students and faculty using the MicroComputer Laboratory.

(e)   Develops educational software and related articles for publication in educational computer related periodicals.

(f)   Consultant in the languages currently being taught in the lab to assist students in developing their programming skills. The manager should be proficient in BASIC and PASCAL and any other languages which may be taught in the future.

(g)   Communication contact for the Laboratory with both the remainder of the university and the external communications which are required for the daily operation of the laboratory.

BASIC QUALIFICATIONS:

Must be a graduate student with a minimum of two years academic background in Computer Science, a reasonable depth of knowledge in at least two computer languages as well as the mathematics forming the basis of problem solving as relating to computer algorithms, experience tutoring in at least one computer language, experience in non-supervised administrative activity, previous creative programming and teaching experience or training as desired.

QUALIFICATIONS FOR STARTING AT STEP B:

A degree in Computer Science or related equivalent experience in the field for a minimum of two years, with reason to expect superior performance in the position.