

MANUAL	SECTION			PAGE
Student Employment Office Office of Career Services	Student Job Description			1 / 1
				REVISED 9/91
SUBJECT	RANK	GROUP	CBC	PHYSICAL
<b><i>Word Processing Aide</i></b>	x313	III	Yes	

DEFINITION:

Under the direction of a staff member, a student performs all or part of the following duties:

- (a) Keyboards manuscripts into the department's word-processing equipment.
- (b) Proofreads material keyboarded by staff word-processing operators and other aides.
- (c) Makes corrections on documents keyboarded by other operators or aides.
- (d) Keyboards typesetting codes into documents to be transmitted to the department's phototypesetting interface.
- (e) Completes all training materials offered for word-processing system.
- (f) Completes training on the department's phototypesetting equipment and works as a phototypesetter when necessary.
- (g) Follows all department procedures for accurate costing and billing of jobs.
- (h) Answers questions of visitors or callers about the department's Word-Processing Center.
- (i) Runs errands.
- (j) Perform other duties as assigned.

BASIC QUALIFICATIONS:

Completion of English 160 and 161 with a grade of A, or exemption from the Composition requirement. Three years of related experience or at least three years of University coursework. Accurate typing at 40 w.p.m. Working knowledge of basic English grammar, usage, and punctuation. Editorial ability.

ADDITIONAL QUALIFICATIONS:

Prior experience in operation of word-processing or computerized phototypesetting equipment.

