**Computer Production Control Aide**

**DEFINITION:**

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

(a) Monitors all phases of production activity to insure proper and timely execution.
(b) Maintains logs and records of production activities.
(c) Assists in preparation and modification of production documentation.
(d) Modifies control decks for scheduled production and special runs.

**BASIC QUALIFICATIONS:**

Introductory computer technology courses and one (1) year experience in data processing, or an equivalent combination of course work and experience which suggest a potential for good performance.

**QUALIFICATIONS FOR STARTING AT STEP B:**

Introductory computer technology courses and two (2) years experience in data processing or an equivalent combination of course work and experience.