

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 1 REVISOR 7/18
SUBJECT <i>Microcomputer Laboratory Assistant</i>	RANK x204	GROUP IV	CBC	PHYSICAL	

DEFINITION:

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

- (a) Launches computer programs.
- (b) Implements and updates revisions to existing computer programs.
- (c) Prepares and uses test data to insure proper program performance.
- (d) Performs related clerical and quality control tasks as required.
- (e) Answers microcomputer laboratory questions about programming and equipment.
- (f) Supervises students who are using the microcomputer laboratory.

BASIC QUALIFICATIONS:

Must be a graduate level student. Introduction and intermediate courses in computer technology and one (1) year experience as a Computer Consultant or Laboratory Assistant, or equivalent combination of course work and experience which suggest a potential for good performance.

QUALIFICATIONS FOR STARTING AT STEP B:

Introductory and intermediate courses in computer technology and two (2) years as a Computer Consultant or Laboratory Assistant, or an equivalent combination of course work and experience.