

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT Computer Production Control Aide	RANK x023	GROUP III

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.