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Student Employment Career Services	Student Job Description	1 / 1 REVISED 5/24

SUBJECT		RANK	GROUP
Computer Operations Aide		x122	II

DEFINITION:

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

(a)   Operates and troubleshoots computers and related equipment, including unit records and forms handling devices.

(b)   Conducts quality control checks for computer operations.

(c)   Maintains logs and records as instructed by supervisors.

(d)   Conducts testing, maintenance, and cleaning operations as directed.

BASIC QUALIFICATIONS:

Basic courses in Math - enrolled in or completed.

QUALIFICATIONS FOR STARTING AT STEP B:

In addition to coursework recommendation, one year of comparable experience is required.

LEARNING OUTCOMES*:

- Show an awareness of own strengths and areas for development.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Proactively anticipate needs and prioritize action steps.
- Demonstrate flexibility by adapting to diverse environments.
- Use innovative thinking to go beyond traditional methods.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.

Learning outcome descriptions from the National Association of Colleges and Employers (NACE).