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Student Employment Career Services	Student Job Description	REVISED 5/24

SUBJECT		RANK	GROUP
Computer Programming Aide		x134	IV

DEFINITION:

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

(a)   Develops computer programs relevant to the hiring area.

(b)   Updates and revises existing computer programs as required.

(c)   Utilizes test data to verify and enhance program performance.

BASIC QUALIFICATIONS:

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

QUALIFICATIONS FOR STARTING AT STEP B:

Graduate-level student with two years experience as a Computer Production Control Aide or an equivalent combination of coursework and experience.

LEARNING OUTCOMES*:

- Display curiosity; seek out opportunities to learn.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.
- Keep an open mind to diverse ideas and new ways of thinking.
- Demonstrate flexibility by adapting to diverse environments.
- Use innovative thinking to go beyond traditional methods.
- Plan, initiate, manage, complete, and evaluate projects.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Show a high level of dedication toward doing a good job.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

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- Manage technology to integrate information to support relevant, effective, and timely decision-making.

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