

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT <i>Electronic Assistant</i>	RANK x153	GROUP II

DEFINITION:

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

- (a) Operates standard electronic devices and equipment.
- (b) Performs routine maintenance on standard electronic devices and equipment.
- (c) Performs simple test procedures.

BASIC QUALIFICATIONS:

One (1) academic year (two semesters) as an electronic aide or comparable experience and course work.

QUALIFICATIONS FOR STARTING AT STEP B:

Two (2) academic years (four semesters) as an electronic aide or comparable work and experience.

LEARNING OUTCOMES*:

- Identify areas for continual growth and improvement while pursuing and applying feedback.
- Establish, maintain, and leverage relationships with people who can help one professionally.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Demonstrate flexibility by adapting to diverse environments.
- Plan, initiate, complete, and evaluate projects.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Quickly adapt to new or unfamiliar technologies.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).