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Student Employment Career Services	Student Job Description	REVISED 5/24

SUBJECT		RANK	GROUP
Manager - Microcomputer		x205	V

DEFINITION:

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

(a)   Manages the University MicroComputer Laboratory, ensuring all equipment is well-maintained and handling minor repairs and adjustments.

(b)   Curates a collection of software, books, and documentation for easy access in the lab and for loan.

(c)   Assists students with lab equipment and software usage.

(d)   Develops software to enhance lab efficiency.

(e)   Develops educational software and articles in computer education periodicals.

(f)   Provides programming language guidance to students, particularly in BASIC, PASCAL, and other relevant languages.

(g)   Serves as the primary communication link for the lab within the University and externally as needed.

BASIC QUALIFICATIONS:

Must be a graduate level student with a minimum of two (2) years academic background in Computer Science, a reasonable depth of knowledge in at least two computer languages as well as the mathematics forming the basis of problem-solving as relating to computer algorithms, experience tutoring in at least one computer language, experience in non-supervised administrative activity, previous creative programming and teaching experience or training as desired.

QUALIFICATIONS FOR STARTING AT STEP B:

A degree in Computer Science or related equivalent experience in the field for at least two (2) years, with reason to expect superior performance in the position.

LEARNING OUTCOMES*:

• Show an awareness of own strengths and areas for development.
• Professionally advocate for oneself and others.
• Assume duties or positions that will help one progress professionally.
• Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
• Employ active listening, persuasion, and influencing skills.

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- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from diverse 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.
- Multi-task well in a fast-paced environment.
- Keep an open mind to diverse ideas and new ways of thinking. Actively advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and building mutual trust.
- Plan, initiate, manage, complete, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Be present and prepared.
- Demonstrate dependability.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Navigate change and be open to learning new technologies.
- Use technology to improve the efficiency and productivity of their work.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Quickly adapt to new or unfamiliar technologies,
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

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