**Computer Operations Aide**

**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 ancillary computer equipment including unit record and forms handling devices.

(b) Performs quality control functions related to computer operations.

(c) Maintains logs and records as directed by superiors.

(d) Performs 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 course work recommendation, one year of comparable experience is required.