

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT Computer Operations Aide	RANK x122	GROUP 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 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.