DEFINITION:

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

(a) Monitors all phases of production activity to ensure accurate and timely execution.

(b) Maintains detailed logs and records of production activities.

(c) Assists in preparing and updating production documentation.

(d) Adjusts control decks for scheduled production and special runs as needed.

BASIC QUALIFICATIONS:

Introductory computer technology courses and one (1) year of experience in data processing, or an equivalent combination of coursework and experience, suggest a potential for good performance.

QUALIFICATIONS FOR STARTING AT STEP B:

Introductory computer technology courses and two (2) years experience in data processing or an equivalent combination of coursework and experience.

LEARNING OUTCOMES*:

- Seek and embrace development opportunities.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Be present and prepared.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.

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