

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Computer Production Control Aide	RANK x023	GROUP III

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 \(NACE\)](#).