**Electronic Assistant**

**DEFINITION:**

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

(a) Operates standard electronic devices and equipment.

(b) Performs routine maintenance on standard electronic devices and equipment.

(c) Performs simple test procedures.

**BASIC QUALIFICATIONS:**

One (1) academic year (two semesters) as an electronic aide or comparable experience and course work.

**QUALIFICATIONS FOR STARTING AT STEP B:**

Two (2) academic years (four semesters) as an electronic aide or comparable work and experience.

**LEARNING OUTCOMES***:

- Identify areas for continual growth and improvement while pursuing and applying feedback.
- Establish, maintain, and leverage relationships with people who can help one professionally.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Demonstrate flexibility by adapting to diverse environments.
- Plan, initiate, complete, and evaluate projects.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Quickly adapt to new or unfamiliar technologies.

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