

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <i>Microcomputer Laboratory Assistant</i>	RANK x204	GROUP IV

DEFINITION:

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

- (a) Launches computer programs.
- (b) Updates and improves existing computer programs.
- (c) Tests programs with sample data to ensure proper program performance.
- (d) Handles clerical and quality control tasks as required.
- (e) Answers questions about microcomputer laboratory programming and equipment.
- (f) Supervises students who are using the microcomputer laboratory.

BASIC QUALIFICATIONS:

Must be a graduate level student. Introduction and intermediate courses in computer technology and one (1) year experience as a Computer Consultant or Laboratory Assistant, or equivalent combination of course work and experience which suggest a potential for good performance.

QUALIFICATIONS FOR STARTING AT STEP B:

Introductory and intermediate courses in computer technology and two (2) years as a Computer Consultant or Laboratory Assistant or an equivalent combination of coursework and experience.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Display curiosity; seek out opportunities to learn.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Multi-task well in a fast-paced environment.

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- Demonstrate flexibility by adapting to diverse environments.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Collaborate with others to achieve common goals.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Navigate change and be open to learning new technologies.
- Quickly adapt to new or unfamiliar technologies.

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