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.
Microcomputer Laboratory Assistant

- 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.