



Information Technology Job Function

Computer Assistant III

Grade 50

Summary

Position's primary focus may be in the area of computer operations, hardware, software, or data management. Monitors, operates, or coordinates the operation of a computer hardware, software, and peripherals in accordance with operating instructions. Utilizes computer equipment or software to perform a broad range of information processing assignments or clerical duties including the interpretation, preparation, entry and editing of data for information processing or input in a computerized information system. Supervisor may determine work priorities and review completed work for accuracy. May provide general information to students, staff, faculty or general public on established policies and procedures, or services provided.

Typical Duties

1. Sets up and submits production input for computer processing.
2. Enters, updates and maintains information in a database.
3. Proofreads data and flags for inconsistencies.
4. Researches questionable or missing data and resolves issues using standard protocols.
5. Performs regular data backups.
6. Normally required to operate peripheral equipment such as printers, sorters, bursters, etc.
7. Performs tasks for special projects as assigned.
8. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: High school graduate or equivalent with some general data processing or computer operations training beyond high school preferred.

Skills and Experience: One year of related experience with computers and word or data processing preferred. Ability may be tested on appropriate computer skills as required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.