Information Technology Job Function

Computer Assistant II
Grade 49

Summary
Position's primary focus may be in the area of computer operations, hardware, software, or data management. Assists in monitoring and operating computer hardware, software, and peripherals in accordance with detailed operating instructions. Performs basic input-output data processing control activities and may train in editing data and scheduling computer production runs. Supervisor may determine work priorities and reviews completed work for accuracy. Supervisor may provide detailed instructions as to methods, procedures, and desired end results. Tasks and assignments do not typically require independent judgment. 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. Selects and sets up appropriate hardware, control switches, and peripherals in accordance with established instructions.

3. Observes equipment and control panels for operator messages or error indicators and assists in editing computer output to ensure accuracy of data.

4. Takes remedial action to correct basic errors and reruns data or reports errors or machine malfunctions to senior assistants or supervisor.

5. Packages and arranges output for distribution to customers.

6. Normally required to operate peripheral equipment such as printers, sorters, bursters, etc.

7. Perform routine maintenance procedures.

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 preferred.

Skills and Experience: Some experience with computers and word or data processing preferred. 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.