

**ASSISTANT PROGRAMMER**

**DEFINITION**

Receives training in software engineering methodology and gradually is given responsibility for the independent completion of simple problems and phases of more complex problems.

**SUPERVISION**

Immediate supervision is received from the Assistant Director of Administrative and Instructional Information Services.

**EXAMPLES OF DUTIES**

Assists by coding segments or modules of programs.

Assists in developing test data and helps review the results of testing for accuracy and completeness.

Assists in testing coded programs and in making revisions to eliminate errors and/or enhance performance.

Assists in writing documentation for programs.

May operate computer and peripheral equipment.

Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Basic computer systems.

Customer service protocol.

**Ability to:**

Apply customer service protocol and maintain a customer service oriented priority.

Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.

## **QUALIFICATIONS (continued)**

Communicate clearly and concisely, both orally and in writing.

Effectively communicate with faculty, staff and students in a multi-cultural environment.

Work effectively with immediate supervision.

Learn software engineering methodology.

Learn the procedures of computer operations.

Learn quality assurance methodology and validation of data.

Solve abstract reasoning problems.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

College professional-level courses in computer science, information systems or related field.

Certificate or Associate's degree and/or work experience in computer science or information systems.

### **Special Requirements:**

Stay current in changing technology by reading professional periodicals and related texts, and by attending seminars and classes.