

SAMPLE Job Description Computer Program Assistant V

Reports To:	Assistant Director for Student Financial Resources; Program Coordinator, Center for Student Work Experience.
Position Requirements:	Must be eligible for WWU student employment. Additional qualifications listed below.
Wage:	Student employee wage classification V, beginning at \$n.nn per hour. Actual wage depends on qualifications and experience.
Period of Employment:	Begins spring quarter, 20nn; summer quarter employment option for up to fulltime may be available.
Work Schedule:	12 - 17 hours per week; flexible around class schedule, with most hours occurring during normal work hours of Mon - Fri, 8am - 5pm.

Description of Duties

Develop, maintain, and innovate the websites for the Center for Student Work Experience, the Scholarship Center, and Student Financial Resources to provide an excellent web resource for all of our clients: students, prospective students, off-campus employers, on-campus employers, and University staff.

Create and maintain database objects to meet administrative reporting needs for financial aid related processes.

Assist local area network administrator to ensure websites remain operational and accessible.

Assist office staff as needed to orient students to job search resources; advise students on work study eligibility requirements; articulate student employment programs and policies.

Educational and other benefits of employment

Extend classroom theory to practical applications in web development and database management; develop effective teamwork strategies; gain exposure to valuable customer service techniques; learn how work in a PC to mainframe environment to query and report information.

Minimum Qualifications

The successful applicant will have skills in web development, have understanding of database theory, and be motivated to learn on the job; must have strong work ethics, problem solving skills, and present a professional appearance and attitude to the public.

Preferred Qualifications

Applicants with a combination of the following skills may be given preferential consideration:

- Familiarity with MS Access

- Knowledge of Macromedia web development tools
- Ability to learn SQL program commands
- Ability to write clear documentation
- Ability to work under minimal supervision
- Ability to listen to program specification needs and translate those needs into a successful product
- Experience working in a Linux/Unix environment
- Experience with PostgreSQL database package

Application Process:

Submit résumé detailing qualifications to

Student Employment Office
516 High Street – Old Main
Bellingham, WA 98225-9049

Attention: Computer Assistant V Selection Committee

Application Deadline: **Wednesday, April nn, 20nn**

Sample Only