

Macalester College
Student Employment Job Description
Employment Dates: Academic Year

Department: Career Development Center	Position Title: Computer Programmer
Supervisor: Linda Schindler	Position Classification: Student Assistant II
Telephone: 696-6384	Pay Grade: Tier II
Email: schindler@macalester.edu	Budget Number: 10-3008

Purpose:

The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.

Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:

1. Computer skills including database management, word processing, and FTP.
2. Attention to detail and accuracy.
3. Follow through and initiative.
4. Ability to work independently.

Job Functions and/or Special Projects:

1. Assist in the development and provide technical support for the CDC web page.
2. Post jobs, programs, and other CDC information weekly.
3. Create weekly reports for posting system on the MacGopher.
4. Prepare monthly reports of statistics.
5. Assist in the development of database management systems for office using Paradox.
6. Write procedural instructions for department computer manual.
7. Train students in HTML and posting procedures.
8. Act as office representative to Computing Information Services

Skills Acquired or Developed on the Job:

- 1.
- 2.
- 3.
- 4.
- 5.