



Position Title:	Quality Assurance Engineer - Web		
Reports To:	Sr. Software Engineer		
Department:	Web Services	Job Code:	3520
Prepared By/Date:	Andrew Seaga/4-28-2009	Job Group:	SNE
Approved By/Date:	Andrew Seaga/6-22-2009	Salary Grade:	12
Revised:	Jennifer C. Brito/6-22-2009	FLSA Status:	Non-exempt

Summary:

Design, implement, execute and debug information technology test cases and scripts. Automate test cases. Find bugs, defects, and regressions. Verify fixes. Validate and document completion of testing and development.

Essential Duties and Responsibilities:

- Conducts detailed analysis of all defined systems specifications and develops all levels of logic flow charts.
- Codes, prepares test data, tests, and debugs programs.
- Revises and refines programs as required, and documents all procedures used throughout the computer program when it is formally established.
- Evaluates and modifies existing programs to take into account changes in systems requirements or equipment configurations.

Knowledge, Skills and Abilities:

- Knowledge of diagnosing, reporting, tracking and resolving quality issues
- Knowledge of developing and executing manual and automated test suites
- Knowledge and familiarity with QA tools and techniques, bug tracking systems, test design and execution
- Knowledge of working in a variety of programming languages and environments
- Working knowledge of some or all of the following quality assurance methods: unit, integration, regression, user interface automated testing.
- Knowledge of experience testing web-based enterprise applications
- Ability to work at both detailed and abstract levels
- Ability to solve problems creatively
- Ability to communicate clearly in writing, by phone, and in person
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made

to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Light physical effort and may require handling of average-weight objects up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Minimum of Associates degree in data processing; or any other associate degree or higher with data processing credits equivalent to an associate degree in data processing, from an accredited college. Graduate from an accepted EDP school.
- Seven (7) years computer programming experience in business or academic applications or systems programming.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name