Job Title: Microcomputer Software Tech Specialist I

BCAT Code: 09VX11  Effective Date: April 1, 2007
Pay Grade: G11   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Produces technical reports, such as complex and lengthy equations, charts, and graphs for hardcopy and website publications.

Examples of Duties
- Types and edits technical reports, publications, charts, and graphs.
- Proofreads typed materials, and makes corrections as needed.
- Designs promotional brochures for the department.
- Serves as liaison between the department and printers in the production and distribution of reports.
- Distributes published materials to various parties.
- Maintains inventories of publications.
- Provides administrative support to the department, such as answering the telephones, filing, etc.
- May supervise lower level clerical or administrative student assistants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of printing methods, terminology, and office equipment.
- Knowledge of computer equipment and software packages, such as PageMaker, MS Word, MS Excel, etc.
- Effective time management skills.
- Effective proof-reading and editing skills.
- Effective organizational skills.
- Effective oral, written, and interpersonal communication skills.
- Ability to work at a computer terminal for extended periods of time.

Minimum GSU Hiring Standards
Bachelor’s degree in Communications, Journalism, English, or a related field; or high school diploma or GED and four years of word processing experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.