UNIVERSITY OF SOUTHERN CALIFORNIA

Software Quality Assurance Tester

Job Code: 165843

Grade: TD
OT Eligible: Yes
Comp Approval: 5/5/2009

JOB SUMMARY:
Tests software applications for proper functionality and ease of use. Contributes to the entire software development life cycle from initial business requirements to deployment. Attends staff and technical meetings as well as pertinent presentations and symposia.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
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<tr>
<th>% TIME</th>
<th>*E/M/NA</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>______</td>
<td>_____</td>
<td>Tests software programs to ensure proper performance and ease of use, based on programmer/user specifications. Tests both new programs and updated or modified versions of existing programs. Determines if software meets end users’ needs.</td>
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<td>Locates and identifies bugs in software programs, and verifies when bugs have been resolved.</td>
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<td>Interfaces with development team(s) to address issues related to performance and ease of use. Provides feedback regarding necessary enhancements to optimize ease of use. Utilizes a variety of methods for communicating issues, including composing business reports, in person meetings, and specialized bug reporting software. Contributes to the entire software development life cycle from initial business requirements to deployment.</td>
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<td>Follows test scripts to test software in key critical areas. Assists in developing test scripts.</td>
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<td>Attends staff and technical meetings as well as pertinent presentations and symposia.</td>
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<td>Maintains currency on relevant information regarding the system architecture of the software program(s) as well as general content. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
   High school or equivalent

Minimum Experience:
   0 - 6 months

Minimum Field of Expertise:
   Knowledge of computer environments and software testing techniques.

Preferred Experience:
   1 year

Skills: Administrative:
   Communicate with others to gather information
   Gather data
   Input data
   Maintain logs
   Prioritize different projects
   Research information
   Understand and apply policies and procedures

Skills: Other:
   Analysis
   Assessment/evaluation
   Problem identification and resolution

Skilled in:
   Incident/problem management
   Quality assurance/testing methods, tools and techniques
   Technical documentation
   Troubleshooting

Skills: Machine/Equipment:
   Computer network (department or school)
   Computer network (university)
   Computer peripheral equipment
   Fax
   Personal computer
   Photocopier

Supervises: Level:
   May oversee student, temporary and/or casual workers.

Comments:
   Evening or weekend work may be necessary to meet deadlines.

SIGNATURES:

Employee: _____________________________ Date: ___________________________
Supervisor: ______________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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