Quality Assurance Assistant - Testing Team

Job Description

Position Overview
Do you want an opportunity to do work that will positively impact every other student on campus? Then consider joining the Student Information Systems (SIS) Project Testing Team. The SIS Project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system.

The Testing Team coordinates system validation activities and drives good software design practices. The goal is to ensure the highest possible quality and performance of the Student Information System.

The Quality Assurance (QA) Assistant provides support to the Testing Team by helping to identify software defects or bugs. For example, the QA Assistant will help create, manage and execute test scenarios, help conduct formal testing sessions, help record test results and track the resolution of all identified defects.

Working on the SIS Project is a demanding job - the expectations are very high - but the rewards are great. You'll be part of a multi-disciplinary team consisting of professional and student administrators, developers, project managers, and support staff. The outcomes of the project will impact the campus for years - even decades - to come.

To apply, submit your cover letter and resume to George Betak at betak@berkeley.edu.

Perks
- The project office is conveniently located on the south side of campus at 2850 Telegraph Ave (near Ashby Ave.) in Berkeley.
- We expect you to work in the project office for the first couple of weeks but after that you can work remotely.
- You will be working on a enterprise-wide IT project gaining direct experience that can help launch your career.
- You can make your ideas about how to make the online web experience for students, staff & faculty a reality.

Qualifications

Required
- Experience with CalCentral
- Close attention to detail
- Strong organizational and administrative skills
- Responsible and dependable
• Friendly and approachable
• Data entry
• Microsoft Word
• Microsoft Excel
• bDrive (docs, spreadsheets, forms)
• Minimum GPA of 2.0
• Successful completion/clearance of a UC criminal background check and fingerprinting through the UC Police Department
• Commitment to work 10-20 hours/week during the 2015-16 academic year

Preferred
• Ability to work independently on assigned, sometimes complex, tasks and complete them with minimal instruction
• Technical documentation experience
• Avid Internet user (e.g., mint.com)
• Writing skills
• Event Planning
• JIRA (or similar issues-reporting tool)
• Computer Science or EECS major
• Minimum GPA of 2.3
• Commitment to work during summer 2016
• Work-study is a plus

Terms of Employment
1. The period of employment for this position commences upon hire and may continue through August 2016 pending satisfactory job performance.
2. The position pays a wage of $15 per hour. The student must be a currently enrolled UC Berkeley student with a minimum GPA of 2.0 (2.3 or higher preferred). Students with less than a 2.3 may be asked to limit their work hours.
3. The student is required to work 10-20 hours per week during the academic year and 20-40 hours per week during the summer. A work schedule will be determined in consultation with your supervisor.
4. Initial employment with the SIS Testing Team is contingent upon the successful completion/clearance of a UC criminal background check through UCPD.
5. The student must complete Family Educational Rights and Privacy Act (FERPA) training.
6. Continued employment is contingent upon satisfactory job performance evaluation by your supervisor.
7. It is a requirement that anyone in this position work in a safe and responsible manner while not putting himself/herself or others at risk. This includes complying with applicable policies and regulations; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Job Duties

Quality Assurance Testing
• Help test new CalCentral functionality
• Create, maintain and edit test scenarios on bDrive, in Excel or a dedicated tool (e.g. Zephyr).
• Execute test scenarios to detect and report software defects.
• Help evaluate and track results from testing sessions.
• Update, track and file JIRA tickets.
Administrative Duties

- Update the Student calendar (bCal) regularly.
- Submit weekly status reports.
- Attend monthly all-team meetings.