JOB DESCRIPTION

Computer Operator

**Definition of Class**
This is a non-supervisory position in which the incumbent sets up, operates, and monitors electronic computers or enterprise servers to process data according to program instructions. Incumbent is responsible for mounting tapes, printing, and monitoring network and operator emails.

**Examples of Work Performed**
Operates and monitors electronic computers or enterprise servers that automatically process data to solve engineering, scientific, medical, or business problems according to program instructions.

Determines equipment required by program instructions; mounts media on designated units; manipulates control switches to activate, operate, and stop computers or enterprise servers; operates peripheral equipment as required; removes and stores media as necessary.

Answers requests appearing on computer or server console; determines causes of error stops and makes adjustments to input data or make minor corrections.

Monitors system by observing computer or server console, media units, and action of auxiliary equipment; makes adjustments when required; performs routine preventative maintenance on equipment and reports equipment malfunction to section head.

Assists in maintaining inventory of supplies and materials.

Serves as a backup to senior operators.

Prepares and delivers computer printouts.

Shift work may be involved.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Operates and monitors the University’s enterprise, HPC servers, or University’s Supercomputer.
2. Answers requests appearing on computer or server console.
3. Assists staff with personal computer functionality.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; talk and hear; use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or crawl; taste and smell. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

AND

Licensure:
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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