



QA Associate - IT

J O B D E S C R I P T I O N

JOB INFORMATION	
<i>Job Title:</i>	QA Associate - IT
<i>Auburn Title:</i>	Assoc, IT Quality Assurance
<i>Job Code:</i>	MA22
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT05 \$45,300 - \$72,500
<i>Organizational use restricted to the following divisions:</i>	
JOB FAMILY AND FUNCTION	
<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	Software Development Test Engineering
<i>Family Description</i>	
<p>This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.</p>	
<i>Function Description</i>	
<p>Responsible for testing the functionality and performance of software applications or systems software. Develops and executes test plans and scripts designed to detect problems in software applications and systems software. Ensures software applications or systems software meets technical and functional requirements. Performs work flow analysis, documents test results and recommends quality improvements. Works with development to resolve software defects and diagnose/improve product configuration for current and future modules.</p>	
JOB SUMMARY	
<p>Under close supervision, the QA Associate assists with quality activities for projects and enhancements, from inception to promotion to Production. This position helps gather requirements, creates and manages manual and automated test cases, manages defects, and provides appropriate metrics and reports.</p>	
KEY RESPONSIBILITIES	
	<i>% TIME</i>
<ul style="list-style-type: none"> Creates and executes manual test cases and provides documentation within the test management and quality tools. Helps manage the creation and maintenance of software defects with the appropriate test management tool. Sends out communications and/or reports and metrics to project and business partner team members. 	20%
<ul style="list-style-type: none"> Meets with project and business partner teams to understand and gather functional and/or technical requirements. Records requirements in appropriate quality tool. Captures full traceability for requirements - test cases and defects. 	20%
<ul style="list-style-type: none"> Develops both functional and API automation and load/performance testing scripts in support of project activities, as well as the building of a holistic regression testing library. Develops test automation framework and strategies. 	20%

<ul style="list-style-type: none"> Maintains the suite of quality tools to include test management, agile QA, functional automation, performance, and load and mobile testing solutions. 	20%
<ul style="list-style-type: none"> Participates in the analysis and recommendation of various quality tools, to include vendor discussions, proofs of concepts (POCs) and presentations. 	10%
<ul style="list-style-type: none"> Performs other related duties as assigned by the supervisor. 	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or Business preferred.			Experience in software development and the software development cycle, foundational knowledge of quality assurance and general IT.	Or
Associate's Degree	No specific discipline. Degree in IT or Business preferred.	And	4	Experience in software development and the software development cycle, foundational knowledge of quality assurance and general IT.	Or
High School/GED	general education	And	8	Experience in software development and the software development cycle, foundational knowledge of quality assurance and general IT.	

Minimum Skills and Abilities		
Description	Proficiency	
Foundational knowledge of the software development lifecycle (SDLC).	Intermediate	And
Foundational knowledge of modern IT technologies and applications.	Intermediate	And
Understanding of current development frameworks and practices	Intermediate	And
Proficient in programming languages (e.g., JavaScript, .NET) and modern practices.	Intermediate	And
Excellent communication skills both written and verbal.	Intermediate	And

Minimum Technology		
Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications			
Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.			

Approved 11/10/2019
Date: