AUBURN
Human Resources

QA Associate - IT

Job Description

JOB INFORMATION

Job Code	MA22
Job Description Title	QA Associate - IT
Pay Grade	IT05
Range Minimum	$52,770
33rd %	$63,320
Range Midpoint	$68,600
67th %	$73,870
Range Maximum	$84,430
Exemption Status	Exempt
Approved Date:	11/22/2019 3:17:29 PM
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Software Development Test Engineering

JOB SUMMARY

Under close supervision, the QA Associate assists with quality activities for projects and enhancements, from inception to promotion to Production. This position will help gather requirements, create and manage manual and automated test cases, manage defects, and provide appropriate metrics and reports.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Maintains the suite of quality tools to include test management, agile QA, functional automation, performance, and load and mobile testing solutions.
- Participates in the analysis and recommendation of various quality tools, to include vendor discussions, proofs of concepts (POCs) and presentations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or Business preferred.	and	0 years of	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 years of	Experience in software development and the software development cycle, foundational knowledge of quality assurance and general IT.	Or
High School Diploma or GED		and	8 years of	Experience in software development and the software development cycle, foundational knowledge of quality assurance and general IT.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Foundational knowledge of the software development lifecycle (SDLC).	And
Foundational knowledge of modern IT technologies and applications.	And
Understanding of current development frameworks and practices.	And
Proficient in programming languages (e.g., JavaScript, .NET) and modern practices.	And
Excellent communication skills both written and verbal.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.