

York University  
Position Description – YUSA2

Position Title: Programming Assistant  
Department: Education Design & IT Innovation, UIT  
Classification: IT

Employment Category: Part-time (up to 24 hours)  
Job Code: 956780  
Band: 5

Job Purpose:

The Programming Assistant provides programming and application support for users in the Education Design & IT Innovation Department under the direction of the Manager, Education Design and IT Innovation.

Major Areas of Responsibility:

- Write, troubleshoot, and maintain program codes to meet business requirements
- Design queries and programming scripts and generate reports using existing templates.
- Assist with the creation and execution of test scripts for test scenarios.
- Provide application support to users by gathering feedback from users, creating and updating technical documents and user manuals, and designing and running tests.
- Assist with drafting process maps, business requirements, and technical documentation.

Perform Other related duties as required. Not to exceed 5%

Job Qualification and Related Skill Requirements

Education:

Completion of the first year in a post-secondary diploma or degree program in Computer Science to acquire technical skills and knowledge.

Experience:

Minimum of 1-year experience in programming or a related field.

Skills:

- Ability to communicate with others to explain and share information.
- Ability to present data in a variety of document and display formats.
- Ability to demonstrate critical thinking and analytical skills.
- Ability to exercise judgment and decision making.
- Ability to learn and use a variety of computer applications.
- Ability to demonstrate organizational skills to carry out a variety of tasks.
- Ability to work independently and in a team environment.
- Proficient in computer programming languages and other related technologies: such as Python, React, CSS, and PHP.