

University of Houston – Clear Lake

Position Description

Job Title: **Quality Assurance Evaluator 1**

Job Code: **3959**

Pay Grade: **004**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Requires a thorough knowledge of English grammar and excellent ability in language use, comprehension, and expression.	Bachelors degree in Journalism, English, Education, Communications, Computer Information Systems, or appropriate degree.
Experience	Requires a minimum of six months of job-related experience in Web design and development and six months in a team or service role.	One year experience building Web sites. Experience de-bugging Web code, proof-reading, quality assurance, process adherence, using Web-based instructional materials, and client consultation.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The position's purpose is to support user quality in UHCL Instructional Technology projects (typically, online courses). Will work in a variety of professional and technical roles to insure that W3C, university Web standards, and other applicable standards and policies are reflected in projects. Requires extensive reading and clicking on Web links to review all aspects of Web projects. Assists in online quality assurance, process improvement and documentation, team communications, and training. Expected both to identify quality issues and, when applicable, to offer written suggestions and/or to correct online material using Web skills.

Duties and responsibilities	% Time
Helps to identify project strengths and weaknesses, as well as problems, their causes, and possibly, proposes resolution. Process: Prints or receives a hard copy of an on-line project. Uses appropriate W3C, UHCL, and departmental standards and policies. Views both online and hard copy. Project review includes useability, functionality, maintainability, instructional design, logic, consistency, navigation, link operations, accessibility, grammar, overall completeness, copyright and clarity	35
As appropriate, makes corrections needed in projects reviewed personally and by others.	20
Suggests and supports development of improvements in project processes and policies, and supports maintenance of related documentation. With tact, wisdom, and purpose, may consult with project team regarding review findings. Assists team members with tasks such as processing reports and inputting quizzes. Assesses and documents digital copyright compliance. May assist in gaining copyright permissions. Assists in identifying, evaluating, and applying related forms and services. Other roles and tasks as assigned by head of quality assurance and/or administrator.	20
Assists in researching and troubleshooting identified project problems.	15
Supports provision and management of extensive documentation for each project.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.