

## Information Technology Job Function

# IT Quality Assurance Professional II

Grade: 56

Job Code: I1556P

Job Family: Applications

Job Family Matrix: [IT Applications Matrix](#)

### Summary

Perform projects of small-to-moderate size and complexity. Responsible for QA testing, troubleshooting, identifying and reporting issues.

### Core Duties

- Apply established standards to existing programs and services
- Independently perform quality assurance tests and test scenarios based on requirements and specifications and report results
- Execute database queries
- Participate in QA program design
- Implement quality standards; perform quality assurance tests across all functions of an application
- Create certificates of analysis and maintain documentation
- Independently identify, triage, and track issues to resolution
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

### Basic Qualifications

- Minimum of 2 years post-secondary education or relevant work experience

### Additional Qualifications and Skills

- Knowledge of advanced IT project management principles (e.g. Agile) and software
- Knowledge of SDLC and STLC
- Experience with test automation
- Knowledge of at least one programming language

### Certificates and Licenses

- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

### Physical Requirements

### Working Conditions

- Work is performed in an office setting