

Information Technology Job Function

IT Quality Assurance Professional III

Grade: 57

Job Code: I1557P

Job Family: Applications

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

Summary

Independently perform comprehensive QA services for a unit or school, applying concepts on projects of medium to large size and moderate complexity.

Core Duties

- Participate in QA program design
- Participate in User acceptance Testing (UAT) and End to End test planning
- Create automated tests in existing automation framework
- Participate in requirements collection
- Report on testing status and anticipated completion
- Create certificates of analysis and maintain documentation
- Independently identify, triage, and track issues to resolution
- Mentor/train others
- 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

- Minimum two years' additional post-secondary education and/or relevant work experience
- 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