

## Information Technology Job Function

# IT Quality Assurance Professional IV

Grade: 58

Job Code: I1558P

Job Family: Applications

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

### Summary

Manage the design, implementation and delivery of QA processes, programs and policies.

### Core Duties

- Implement quality standards, ensure and execute compliance on every stage of solution implementation
- Provide estimates of QA activity timelines based on project needs
- Utilize data to identify areas in need of improvement and to measure the progress of improvement initiatives
- Identify and assess potential risks, ensure compliance and recommend changes
- Facilitate QA audits and inspections, including maintenance of automation infrastructure
- Liaise with external vendors, contractors or suppliers to ensure their products or services meet the organization's quality standards
- Coordinate trainings to explain QA facts, policies and practices
- Perform User Acceptance Testing (UAT) and Regression Test Planning
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

### Basic Qualifications

- Minimum of 5 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