

Computer Operator

Typically, computer operators gain much of their knowledge through 'on-the-job' training. There may not be any specific entry qualifications although English and Math skills would be beneficial as well as a general interest in computer hardware and software.

The most important essential skills for computer operators are as follows:

- need to be good at following specific instructions and have an eye for detail
- ability to keep a detailed record or log of work as it's completed
- ability to key in instructions using a mouse and keyboard
- scheduling and loading programs and data when needed
- will probably work shifts, including evenings or weekends
- able to carry out a variety of duties at the right time and in the right order
- able to work under stress at times, and meet deadlines
- able to act quickly when problems arise
- able to work on your own and as part of a team
- good at communicating procedures or technical information

Individuals in this role should possess a basic competence of keyboarding and the basic principles of Information Technology procedures and practices. Training should and will often be updated due to changes in Technology. Computer operators can become senior operators, shift leaders or department managers.

Individuals in this role should take part in any campus listserv forums such as UGANET. (<http://www.listserv.uga.edu>).

Operators wishing to move into other areas of computing, such as an Information Technology Professional role or other area should take advantage of the **Element K** resource available from the UGA Portal (<http://my.uga.edu>). Specific areas to focus would depend on the interest of the individual. A good starting point would be in the Office Productivity, Hardware, Networks & Operating System categories.

Possible on-line courses to focus include,
Introduction to Personal Computers: Using Windows XP
A+™ Certification Operating Systems Third Edition (Parts 1-9)
Windows XP Professional: Level 1
Windows XP Professional Level 2

Individuals should also consider general end-user courses offered through the Human Resources [Training and Development Department](#). Other appropriate personal development Courses held at Training and Development that are related to this position might be:

Assertiveness: Success from Within

How to Communicate with Practically Anyone

Negotiation Skills

Presentation Skills: Taking the Fear out of Public Speaking

Transforming Technical Expertise to Supervisory Excellence (For Technical Supervisors)

Front Line Leadership Series

Effective Delegation