

## Quality Assurance Student Intern

### Key Results Area

This person works in the QA department and assists with ensuring all deliverables have been thoroughly QA verified. This person must be a detail-oriented self-starter, a quick learner, and exhibit consistency in their work.

**Office Hours: Flexible, 10-20 hours per week**

#### Key Results Area #1: Perform Manual Testing with Defect and Feature Validation

- Verify accuracy of reports and screens using checklists provided
- Verify that report and database data match
- Report issues to the Quality Assurance Specialist (QAS)
- Create manual test cases from written business requirements, standards, documentation and existing prototypes
- Interpret test data and interface with developers about defect resolution
- Exhibit strong analytical and technical skills
- Collaborate with software developers and the QAS to define requirements and acceptance criteria for features

#### Key Results Area #2: Business Layer Verification

- Perform testing activities in an automated environment
- Report issues using a defect-tracking system
- Ensure client satisfaction by carefully reviewing and verifying requirements
- Identify risks and recommend mitigation strategies

#### Key Results Area #3: Document and Update Testing Procedures

- Exhibit proficiency using Microsoft Office
- Continuously improve test processes and techniques
- Demonstrate strong written and verbal communication skills
- Maintain and update procedures as needed
- Demonstrate technical writing experience
- Understand the Software Development and Software Testing Life Cycle
- Analyze results and prepare reports for technical and non-technical people

#### Key Results Area #4: Run Regression Tests

- Demonstrate technical aptitude
- Accurately reproduce errors and report outstanding issues
- Write and update regression tests as needed for application objects

- Manage assigned issues and ensure resolution using defect-tracking system
- Maintain records of testing progress and provide comprehensive reports regarding defect resolution

#### **Key Results Area #5 (Optional): Perform High Level Script Development**

- Demonstrate proficiency writing SQL statements, SQL scripts, and relational database concepts
- Demonstrate proficiency using .NET
- Analyze requirements of a test script for development
- Edit test scripts as needed
- Demonstrate knowledge of web development and common testing tools
- Exhibit an understanding of the application build process