

## Computer Skills

**Many jobs require computer skills to successfully complete job duties and responsibilities. This section is designed to assist you in assigning computer skills to traditional tasks and indicating them in the job requirements. You will need to describe your job's specific computer skills.**

- Accounting Software
- Contact Management Systems
- Database Software
- Design Software
- Development Software
- Human Resource Systems
- Internet Software
- Inventory Software
- Payroll Systems
- Project Management Software
- Spreadsheet Software
- Word Processing Software

### Sample Wording

- General PC knowledge.
- Must be PC literate with proficiency in spreadsheets, and database software and word processing.
- Must have a working knowledge of database and report writing tools such as Microsoft Access.
- Must be computer literate with proficiency and working knowledge of database and reporting tools such as Microsoft Word, Excel, Access, and PowerPoint.
- Must be highly skilled in the use of Microsoft Access. Experience with other software such as Excel, Word, Visual Basic, or BANNER, would be a plus.
- Four years of progressively more responsible experience in a related technology field.
- Minimum of three years of experience in information services in a technical capacity.
- Three years of related experience with desktop hardware and software.
- Must have an extensive knowledge of desktop software packages.
- Experience with database design and maintenance.
- Five years of related experience including IT course development and delivery.
- Three years of information technology experience.
- Five years of experience in a leadership role for multiple IT business functions.