**Job Title:** Software Developer Assistant ***(Intern)***

**Reports To:** Team Leader

**FLSA Status:** -

**Issue Date:** February 2018

**Date Edited:** August 2018

**Approved By: **

**POSITION SUMMARY**

Under general supervision, assumes responsibility for developing software. Perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Assist with maintaining and modifying existing software projects. Assist with developing and maintaining tests to assure the appropriate quality of the software.

**PRIMARY DUTIES & RESPONSIBILITIES**

(Essential Functions of the Position) include, but are not limited to the following. Other duties may be assigned.

* Work closely with the software engineering team, designers and staff.
* Maintain confidentiality regarding the information being processed stored or accessed.
* Assist with developing, maintaining and modifying the code for the different parts of the software (Mobile, Backend, Frontend).
* Develop and maintain the systems’ databases at basic level.
* Assist with developing automated tests and perform manual testing for the software systems.
* Assist with developing secure code and follows the security policy of the company.
* Assist in creating and maintain software related documentation.

**QUALIFICATION GUIDELINES**

**Typical Knowledge, Skills, & Abilities:**

* Must understand, follow and comply with regulatory requirements and policies as applicable to various processes.
* Familiarity with the software development cycle
* Familiarity with object-oriented programming
* Familiarity with web programming languages and frameworks
* Familiarity with relational databases
* Understanding of Software Engineering
* Must understand, follow and comply with regulatory requirements as applicable to various processes. An understanding of FDA Quality System Regulations and ISO Standards (ISO 13485) is required.
* Must possess a thorough understanding of work related standards and regulations, including but not limited to Standard Operating Procedures (SOPs) and Quality System Regulations (QSRs), both US and international.

**Supervisory Responsibilities**

None

**MINIMUM EDUCATION, EXPERIENCE OR CERTIFICATIONS**

* B.S. degree (or near completion) in computer science, information systems or equivalent experience.
* Willingness to obtain certifications that may be necessary to perform job functions.
* Ability to speak and understand English.
* Ability to read and interpret documents such as instructions, policies and procedures.
* Ability to deal effectively and courteously with coworkers and supervisor.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* While performing the duties of this job, the employee is regularly required to reach with hands and arms, talk and hear.
* The employee frequently is required to stand, walk, sit, use hands and fingers, and handle or feel with fingers.
* Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**Signature**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_**

(Print Employee’s Name) (Employee’s Signature) (Date)