



Career Services Center

Student Assistant Classification Guide

Instructions: Employing Units may choose to use this internal checklist to aid assessment of appropriate classification based on the criteria at each level. At the Employing Unit's option, the checklist may be retained in the employee file or centrally within the Employing Unit to use or reference in classifying future positions. *Employing Units may choose to modify this form with unit specific considerations, as well.*

If the position does not fit the majority of the criteria at each level, consult with the Career Services Center regarding the appropriate classification OR indicate on the On-Campus Student Employment Job Posting Request form that you request that the Career Services Center determine the classification. When the Career Services Center classifies a position, Employing Units should record that information, e.g., on the checklist, for future reference when classifying similar positions.

Position Information:

New Position Revised Job Description

Date _____ Supervisor _____

Unit _____ Working Position Title _____

Summary of Duties:

Recruiting Above Minimum Needed (describe recruitment/retention issues):

Student Assistant I – Title Code 4922

- Works with "close supervision" (procedures are specified, work is checked frequently)
- Duties are unskilled or semi-skilled, e.g.,
- Duties are repetitive clerical and/or manual tasks; *and/or*
- Duties allow incumbents time for such activities as studying or reading
- Duties require no prior experience and minimal training; *or*
- Duties are similar to other I positions in the unit, such as:

Student Assistant II – Title Code 4921

- Works "under supervision" (policies and procedures are established and incumbent refers to guidelines)
 - Duties are repetitive clerical and/or manual tasks; *and/or*
 - Duties require a basic skill set (typing, food preparation, cashiering, etc.)
 - Duties require some experience and minimal training
 - Duties include security of the facility or safety of people or equipment
 - Job is similar to the sample jobs listed in the supplemental class spec.
 - Duties are similar to other II positions in the unit, such as:
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Student Assistant III – Title code 4920

- Works with "general supervision" (develops procedures or performs complex duties within guidelines)
 - Exercises independent judgment
 - Responsible for performance of a sequence of interrelated tasks and some routine problem solving.
 - Work leader responsibility
 - Variety of skilled duties which require either:
 - some experience and/or
 - a moderate or more advanced level of knowledge of the academic field or the type of work;
 - specialized skills, or
 - language requirements
 - Sole responsibility for security of the facility or safety of people or equipment
 - Job is similar to the sample jobs listed in the supplemental class specs
 - Duties are similar to other III level positions in the unit, such as:
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Student Assistant IV – Title code 4919

- Works with "general supervision" (develops procedures or performs complex duties with guidelines)
 - Work Leader Responsibility
 - Variety of complex duties that require:
 - Advanced or extensive training, academic coursework or experience; and/or
 - Specialized skills and knowledge applied independently.
 - Sole responsibility for security of the facility or safety of people or equipment
 - Job is similar to the sample jobs listed in the supplemental class specs
 - Duties are similar to other IV level positions in the unit such as:
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