

JOB CATEGORIES

This Program has four assignment classifications; entry level (I), intermediate level (II), specialist level (III), and professional level (IV). The respective job titles for each level are Student Assistant I through IV. The duties performed at each level include but are not limited to those given as examples. The working areas where assistants may be assigned are listed.

STUDENT ASSISTANT I \$8.00 per hour

This is the entry/trainee level position for student employment. Duties are those which may be readily learned by an individual with limited or no previous knowledge or experience in the work assignment. Works under supervision and received training on the job. Students in this category may be assigned to any department or program on campus. Performs related work as required.

DEFINITION

Under supervision and after training, performs any of a variety of repetitive clerical or manual duties in an assigned campus department or program.

QUALIFICATIONS

Education: Completion of formal or informal education sufficient to assure the ability to read, write and speak at the level required for successful job performance.

Experience: No experience required.

Ability to: Understand and carry out written and oral directions; learn basic job routines after training; learn to operate tools and equipment accurately and safely after training; work cooperatively with others; Lift and carry supplies and objects if required of specific job assignment.

STUDENT ASSISTANT II \$9.25 per hour

This is the intermediate level position for student employment. Duties generally require a semi-skilled individual with some training or experience. May require previous knowledge of the work area and/or experience with tools, equipment or computers.

DEFINITION

Under general supervision performs any of a variety of semi-skilled clerical or manual duties in an assigned campus department or program.

QUALIFICATIONS

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of experience related to work assignment.

Knowledge and Skills: Knowledge of safe operation of tools and equipment required in assigned work area; knowledge of basic practices and procedures in specific work area assigned.

Ability to: Understand and carry out written and oral directions; perform semi-skilled tasks in assigned work area with minimal training; operate tools and equipment accurately and safely; maintain records; work with some independence under general supervision; work cooperatively with other; work outdoors and lift supplies and objects if required of specific job assignment.

STUDENT ASSISTANT III \$ 10.75 per hour

This is the specialist level position for student employment. Duties generally require an individual with specialized skills or abilities and experience in a specific college program or project area. Often requires ability to communicate skills or expertise to others. Performs related work as required.

DEFINITION

Under limited supervision performs any of a variety of specialized duties in an assigned campus department or program.

QUALIFICATIONS

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of experience in the area of specialization required by the work assignment. College course work in the specialty may substitute for required experience.

Knowledge and Skills: Knowledge of safety practices related to assigned work area; knowledge of theory, practice and procedures in specialty area assigned.

Ability to: Understand and carry out written and oral directions; perform specialized tasks in assigned work area; communicate skills or knowledge of specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and lift supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.

STUDENT ASSISTANT IV \$12.25 per hour

This is the technical and specialized level position for student employment. Duties generally require an individual with technical and specialized skills or abilities and experience in a specific college program or project area. Often requires ability to communicate skills or expertise to others. Works under limited supervision. Performs related work as required.

DEFINITION

Under limited supervision performs any of a variety of technical and specialized duties in an assigned campus department or program.

QUALIFICATIONS

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately two years of experience in the area of the technical and specialization required by the work assignment. College course work in the technical specialty may substitute for required experience.

Knowledge and Skills: Knowledge of safety practices related to assigned work area; knowledge of theory, practice and procedures in the technical specialty area assigned.

Ability to: Understand and carry out written and oral directions; perform technical and/or specialized tasks in assigned work area; communicate skills or knowledge of technical specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and lift supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.