

Student Assistant Classification Guide For Undergraduate Students

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.*

Student Assistant I – Title Code 4922

- Works under “close supervision” (procedures are specified; work is checked frequently)
- Duties are unskilled or semi-skilled
- Duties are repetitive clerical and/or manual tasks; *and/or*
- Duties require no prior experience and/or minimal training

Student Assistant 2 – 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

Student Assistant 3 – 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

Student Assistant 4 – 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