

**THE UNIVERSITY OF WEST FLORIDA
OPS STUDENT CLASSIFICATION SYSTEM**

Effective September 3, 2003

The following titles and definitions for OPS Student Classification System are intended to be used as a guide when determining the appropriate level of pay for a student employee. examples are given in each classification are intended to be representative of duties performed, but are not all-inclusive. Please select the Pay Grade for the Classification which MOST closely describes the work assignment duties for the student being hired. To determine the minimum and maximum pay rate for each classification, refer to the OPS Student Pay Plan.

<u>Pay Grade</u>	<u>Classification Title/Definition</u>
201	Student Aide Performs general assistance to a department such as, but not limited to, answering phones, photocopying, collating, filing, preparing mailings, running errands on campus.
201	Laborer Performs unskilled labor such as, but not limited to, picking up, loading, or hauling trash; loading and unloading trucks of equipment and supplies; moving furniture.
201	Building/Grounds Worker Performs work providing building/custodial services such as, but not limited to, sweeping, mopping, scrubbing, waxing and buffing floors; dusting and cleaning offices, laboratories and facilities; washing windows; sweeping and cleaning walkways; cleaning and sanitizing bathrooms.
OR	
	Performs work maintaining grounds by raking grounds; removing soil, rubbish and leaves from grounds; watering plants, trees and shrubs; operating mowers, trimmers, edgers and blowers.
202	Clerk Performs routine clerical duties such as, but not limited to, maintaining records; taking inventories; ordering supplies; responding to simple inquiries/requests; serving as receptionist; performing simple data entry, typing, filing and other routine office tasks under supervision. May process personnel transactions and payroll documents; may collect and prepare preliminary evaluation of information to prepare written and/or statistical reports.
202	Cashier/Fiscal Assi stant Performs routine bookkeeping and financial transactions which may include duties such as, but not limited to, receiving cash and checks; performing credit card transactions; counting money; preparing bank deposits, reconciling cash drawers against transaction records; issuing refunds; verifying internal records against Controller's statements of accounts; preparing basic financial reports as required.
202	Information Aide Gathers and/or disseminates information for a unit within the organization. May serve as a primary contact person for the public. Duties may include providing information regarding activities of, or services provided by, the department or unit; directing persons to location of units, offices and employees within the organization; handling inquiries for information for both telephone and walk-in traffic; providing assistance with basic information resources available at the department; directing telephone calls; developing written information pieces such as press releases; researching basic information inquiries and organizing the information or data in a manner usable by the inquirer.
202	Instructional Aide May be assigned to a primary faculty member to assist in an instructional setting such as a classroom or other instructional setting which may include duties such as, but not limited to, monitoring tests; grading tests; leading class discussions; counseling; advising and/or tutoring students; taking attendance; creating and administering make-up quizzes; correcting papers, essays and/or other assignments; arranging for and operating audio-visual equipment; preparing class materials. May give occasional lectures.

- 202 Laboratory Aide**
May be assigned to a primary faculty member to aid in the operation of an instructional or research Laboratory with duties which may include activities such as, but not limited to, assisting in setting up and taking down laboratory equipment, securing laboratory supplies and cleaning up laboratory work areas after experiments/activities have been performed. Not usually involved in laboratory instruction, nor given primary responsibility for laboratory safety.
- 202 Research Aide**
May be assigned to a primary faculty member or principal investigator to aid in the implementation of Research projects with duties which may include activities such as, but not limited to, searching literature and databases, preparing surveys for distribution and collecting data. No usually involved in the analysis of information collected.
- 202 Technical/Specialized Skills Aide**
Provides entry-level or basic assistance to staff in support of technical and computer operations in offices and laboratories or in areas such as audiovisual services, graphics, media and photographic services, recreation areas, skill trades (e.g electricians, plumbers, etc.) and specialized academic areas such as archeology. If required, appointees to this class may gain certification.
- 203 Program Assistant**
Performs specialized clerical duties for one or more employees in a work unit. Duties may include maintaining records; taking inventories; ordering supplies; typing a variety of correspondence, reports, manuscripts, tests and forms; performing complex data entry; processing personnel transactions and payroll documents; completing bookkeeping transactions and reconciling budget information; handling confidential information; disseminating information related to the organization of the public.
- 203 Educational/Recreational Facility Aide**
Assists with the coordination, maintenance and care of recreational and educational facilities. Duties may include supervising groups using facilities; monitoring the checkout of equipment; assigning space; overseeing physical set-up of furniture and equipment; ordering supplies; managing inventory; resolving conflicts and complaints; performing minor repair to facilities, furniture, fixtures and equipment; developing and distributing promotional materials.
- 203 Unit Manager**
Assists professional or student staff manager in the management and/or supervision of a working unit within a department. Duties may include scheduling and training other student staff, serving as lead worker on key projects, providing supervision after hours and on weekends, direct and indirect delivery of customer services, resolving conflicts and complaints and participating in department- wide planning and evaluation activities.
- 204 Technical Specialized Skills Assistant**
Provides advanced or specialized support of technical and computer operations in offices and laboratories or in areas such as audiovisual services, graphics, media and photographic services, recreation areas, skilled trades (e.g. electricians, plumbers, etc.) and specialized academic areas such as archeology. Appointees to this class may supervise other student employees. If required, appointees will have completed any necessary specialized training courses or have obtained certification to complete work assignments.
- 204 Laboratory Assistant**
Assists faculty in teaching or research functions by performing various duties such as, but not limited to, collecting and sorting various laboratory samples and specimens; performing basic laboratory tests and analysis or assisting others with same; maintaining laboratory equipment in good working order; inventorying and ordering laboratory supplies; assisting in enforcing laboratory safety measures.
- 204 Research Assistant**
Assists with implementation of research studies by performing duties such as, but not limited to, placing phone calls and making appointments; collecting, organizing and completing specialized analyses of data; developing specialized databases for use by researchers; conducting literature searches and researching electronic databases; conducting and analyzing surveys; preparing class materials; coordinating conferences and meetings. May require contact with the public and oral or written presentations of findings/recommendations outside the University environment.

- 205 Resident Advisor/Alternate Resident Assistant/Resident Director**
Has primary responsibility for the operation of a University resident hall or cluster of residence halls. Duties include acting as a resource person for the residents; explaining University housing policies and rules; providing counseling; mediating disputes; dealing with or reporting inappropriate behavior or rule infractions; responding to emergencies; taking care of reporting maintenance needs; maintaining required records; giving tours of the facilities; creating a residential environment which is safe, secure, stimulating and conducive to the personal growth of the residents.
- 206 Graduate Assistant**
A matriculated graduate student who provides general assistance to a department, other unit, or faculty member in support of instructional, creative and scholarly activities, public service, University governance/service, academic administration and/or student services.
- 206 Graduate Research Assistant**
A matriculated graduate student who provides research-related assistance to a departmental or sponsored research project.
- 206 Graduate Teaching Assistant**
A matriculated graduate student who has primary or substantial responsibility for instruction for one or more scheduled courses. This classification requires appointees meet Southern Association of Colleges and Schools (SACS) faculty qualifications. Pay rate for this classification is determined by the College deans in consultation with Department Chairs and is equivalent to adjuncts being hired with similar qualifications.
- 207 Single Payment Positions**
Positions filled for less than two weeks, e.g. tutors and note-takers, test proctors and supervisors, camp directors and counselors.