CLASSIFICATION SUMMARY

Supervisors are responsible for indicating which level and category seem most appropriate for the position they are requesting. The Financial Aid Office will review the overall job description to make a final determination on the consistency between the description, level, and category provided.

CLASSIFICATION LEVELS

Student employment positions are defined as one of three levels. As levels move from I to III, the responsibilities and skills that are required for the position increase.

Level I
Under supervision, performs basic duties which require limited skill, knowledge, training or experience. Requires performance of repetitive and routine duties in accordance with established standards and procedures. Typically an entry-level position with limited experience required.

Level II
Under indirect supervision, perform skilled duties which require some skill or knowledge acquired from previous training or experience. Requires performance of non-routine duties and assignments through completion and exercise of some judgment and interpretation of applied procedures. May require use of specialized equipment or software.

Level III
Working independently, with latitude for judgment, perform complex duties which require specialized skill, knowledge, training or experience. Requires planning and performance of non-routine duties and complex assignments and determining work procedures and methods in accordance with broadly outlined objectives. May involve use of complex and specialized equipment or software. May involve supervising and instructing other student employees.

POSITION CODES

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CLASSIFICATION CATEGORIES

Student employment positions are broken down into six broad categories, which reflect the general nature of the role.

Office Assistant

Students working as office assistants are focused on administrative activities that typically occur in an office setting. These are typically clerical duties. Basic duties may include things like filing and making files; making copies; running errands; labeling envelopes; answering and referring phone calls; organizing supplies and records; preparing, delivering, picking-up, sorting or distributing mail; using Microsoft Office (or other common software) to prepare general materials (correspondence, reports, labels, bookplates, or envelopes); data entry; preparing, updating, verifying and discharging records, files, books; recording or calculating charges. Positions entailing these basic duties are classified as Office Assistant I. Responsibilities and skills that are required increase based on the level of the position. (See Classification examples below.)

Program Assistant

Students working as program assistants differ from office assistant positions in that they are focused on supporting programmatic activities that require communication and organizational skills, knowledge, training or experience. These positions also include tutoring and peer counseling roles. While these positions may exist in any office, the focus is on the particular program in which the student is an active part of the program team, rather than overall support for an office environment. Basic duties may include duties as described in Office Assistant above, as well as things like researching information needed to develop program materials; coordinating library research activities; gathering data; using Microsoft Office (or other common software) to design posters or prepare presentation materials; advising or directing students on basic policies, programs and/or procedures. Positions entailing these basic duties are classified as Program Assistant I. Responsibilities and skills that are required increase based on the level of the position. (See Classification examples below.)

Research Assistant

There is a difference between research assistants and technical assistants, and it is important that employers select the appropriate classification. Research assistants are actively participating in the research activities, while technical assistants are not active participants in the research activities. A partial aim of research assistant positions is to create the opportunity to ask questions and learn in order to become more independent and knowledgeable about the ongoing research and/or develop skills and knowledge necessary to develop their own research project. Basic duties may include assisting in maintaining and organizing basic lab records; providing basic animal care to lab animals; research for materials, sources, and information; creating or modifying simple computer programs; making routine solutions and/or media; performing routine lab tests, procedures and analyses; interviewing subjects; operating equipment in a routine fashion; setting up routine experiments; recording results. Positions entailing these duties are classified as Research Assistant I. Responsibilities and skills that are required increase based on the level of the position. (See Classification examples below.)

Service Assistant

Students working as service assistants typically work in one of the service-related departments on campus, such as maintenance, athletics, dining services, etc. These roles typically require more physical exertion than office assistant roles. Basic duties may include things like cleaning, lifting or pushing; identifying needed repairs; making minor repairs; assisting skilled staff with manual tasks; transporting goods, patients, equipment, specimens, or other materials; performing limited food preparation and serving; washing dishes and pots in a food related area; bussing tables; assisting in receiving, issuing, shelving and storage of stock, sports equipment, books, or other materials; moving and arranging furniture, equipment, or property; issuing receipts; ushering at special events. Positions entailing these basic duties are classified as Service Assistant I.
Responsibilities and the skills that are required increase based on the level of the position. (See Classification examples below.)

Technical Assistant
Students working as technical assistants are focused on providing the technical support needed in office, laboratory, and technical settings. Basic duties may include data entry; assisting in maintaining and organizing basic lab records; providing basic animal care to lab animals including feeding, bathing and cleaning cages; assisting in developing film; converting documentation to microfiche or microfilm; making routine solutions and/or media; performing routine lab tests, procedures and analyses; sterilizing and organizing lab equipment, glassware, etc.; maintaining sterile procedures; performing routine maintenance; laying out wiring construction; recording results. Positions entailing these basic duties are classified as Technical Assistant I.

CLASSIFICATION EXAMPLES
To assist employers in identifying appropriate category and level combinations, below are examples of typical duties that might be found in level II and III positions.

Office Assistant II
In addition to the basic duties described in the basic classification for Office Assistant, additional duties may include things like preparing, processing, or coordinating records; performing routine and non-routine data entry and retrieval; providing information or directing visitors, students or staff; screening phone calls; making appointments; reporting discrepancies in records or accounts; making recommendations or adjustments; taking minutes in meetings.

Office Assistant III
In addition to the duties described in Office Assistant II, additional duties may include things like supervising and instructing other student employees; developing routine or non-routine correspondence, reports and charts; assisting in the enforcement of departmental policies and procedures; providing input and documentation about departmental data, records and procedures; scheduling meetings or making travel arrangements; representing department to other students, staff or visitors; representing department at meetings; assisting in development of departmental procedures and policies; assisting in monitoring of office expenses; ordering supplies with approval; problem solving; performing complex calculations or billing transactions.

Program Assistant II
In addition to the basic duties described in the basic classification for Program Assistant, additional duties may include things like drafting written materials; interpreting data; assisting in analysis of programs and procedures; tutoring; assisting in grading essay, short answer tests or homework; creating original art work for publication; developing or editing material for publications; representing the University to alumni, students, outside employers; accompanying musical productions or rehearsals; providing peer counseling or interviewing individuals.

Program Assistant III
In addition to the duties described in Program Assistant II, additional duties may include things like supervising and instructing other student employees; providing direct teaching support to instructors
including preparing, planning or coordinating classes, labs, review sessions or workshops; translating; developing, writing or modifying new or existing programs; analyzing procedures; developing new systems to improve production; developing, planning, directing and/or coordinating program activities to ensure that objectives are accomplished; conducting detailed analyses of program specifications; developing and making presentations to students, faculty and staff.

**Research Assistant II**

In addition to the duties described in the basic classification for Research Assistant, additional duties may include things like performing more advanced lab tests, procedures and analyses; setting up more advanced experiments; trouble shooting; facilitating minor construction or repairs; operating and monitoring equipment, electrical devices, mechanical, optical or laser components; assisting in the interpretation of collected information or data; assisting other skilled staff in more highly complex duties.

**Research Assistant III**

In addition to the duties described in Research Assistant II, additional duties may include things like supervising and instructing other student employees; administering special projects or programs; performing specialized techniques; recording and interpreting data for analyses; interpreting, reporting, and publishing results; making recommendations and/or repairs; assisting in designing, creating and implementing new techniques, procedures, practices and equipment; assisting faculty and staff in complex procedures and problems; planning, conducting, designing or creating new techniques, procedures, practices, and/or equipment.

**Service Assistant II**

In addition to the basic duties described in the basic classification for Service Assistant, additional duties may include things like checking stock and maintaining inventory, supplies, books; suggesting purchases; providing delivery or transportation services using auto, van or light duty truck; patrolling University property to maintain security; performing limited printing, carpentry, painting; taking and delivering meal orders; performing grounds-keeping duties like mowing, weeding or using lawn and garden tools; providing supervision for other students participating in University related activities; performing complex cash or business transactions; providing tours or assisting visitors to campus.

**Service Assistant III**

In addition to the duties described in Service Assistant II, additional duties may include things like supervising and instructing other student employees; coordinating and scheduling office, social, or recreational activities; assisting in preventative maintenance and mechanical work; mixing and serving alcoholic drinks; preparing simple menus and meals; performing painting, carpentry or other mechanical repairs; operating a vehicle to transport passengers.

**Technical Assistant II**

In addition to the basic duties described in the basic classification for Technical Assistant, additional duties may include things like performing lab tests and analyses; trouble shooting; facilitating minor construction or repairs; routine programming duties; operating and monitoring equipment, computer systems, electrical devices, mechanical, optical or laser components; recording, coding, and assisting in the interpretation of technical data; performing routine maintenance, and testing of equipment, electronic devices or small computer systems; troubleshooting; facilitating minor construction or repairs; assisting other skilled staff with more highly complex duties.

**Technical Assistant III**

In addition to the duties described in Technical Assistant II, additional duties may include things like supervising and instructing other student employees; administering special projects or programs; performing specialized techniques; recording and interpreting data for analyses; reporting, interpreting, or publishing results; creating software and hardware and acting as consultant when problems arise; making
recommendations and/or repairs; assisting in planning, designing, creating, implementing, and conducting new techniques, procedures, practices or equipment; assisting faculty and staff in complex procedures and problems.

**UNIQUE JOB CHARACTERISTICS**

In addition to assigning a job classification to each position that is posted, departments must also indicate whether the position has any of the three unique characteristics that are tracked for each position: Community Service, Patient Care, and Age Restricted roles.

**Community Service Positions**
A percentage of the Federal Work Study money allocated to any university must be spent in community service jobs that provide a direct or indirect service to the world outside of the University. Departmental assistance is needed to ensure the University's compliance with this requirement. If a department thinks a position fits the definition below, please indicate this using the Community Service flag when the position is posted. The Financial Aid Office will review the job to make a final determination of community service eligibility.

*Community Service Definition:*
Community service positions must be designed to improve the quality of life for community residents, particularly low income individuals, or to solve problems related to their needs. These services include:

- such fields as health care, child care, literacy training, education (including tutorial services), welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response;
- work in services opportunities or youth corps;
- support services for students with disabilities (including students with disabilities who are enrolled at UR); and
- activities in which an FWS student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling.

**Patient Care Positions**
Departments must indicate on the job posting whether or not the position is in an area of patient care. Students who are hired into any patient care area are required to go to University Health Services (UHS) to update their medical records. They are also required to go through the appropriate University training session. This is required to ensure student and patient safety. The time spent in training is considered work-time, and thus should be submitted as part of the student’s weekly hours.

**Age Restricted Positions**
Departments must indicate on the job posting whether the position is in a role that has age restrictions, such as those positions in food service that are not open to minors.