

# Information Required to Post a Student Assistant Position

## Position Type:

Part Time

Paid

## Departmental Division

## Job Function - Check all that apply

- |   |  |
|---|--|
| <input type="checkbox"/> Administration/Business/Clerical | <input type="checkbox"/> Laboratory                      |
| <input type="checkbox"/> Ag Business                      | <input type="checkbox"/> Landscape Architecture          |
| <input type="checkbox"/> Ag Science                       | <input type="checkbox"/> Meteorologist                   |
| <input type="checkbox"/> Bio Sci: Laboratory/Research     | <input type="checkbox"/> Research Aide                   |
| <input type="checkbox"/> Database Administrator           | <input type="checkbox"/> Scientific Research             |
| <input type="checkbox"/> Driver/Delivery                  | <input type="checkbox"/> Writing, Editing and Publishing |
| <input type="checkbox"/> Environmental                    | <input type="checkbox"/> Yardwork/Repair/Maintenance     |
| <input type="checkbox"/> Greenhouse/Field Work            |  |

**Job Purpose:** (e.g., This position supports the Financial Aid Office phone room operations)

**Job Description (functions of the position):**

**Job Requirements (skills, knowledge or abilities for the position):**

**Number of openings**

**Start date of appointment:**

**Expected end date of appointment (appointment can be extended at a later time):**

**Number of hours to work per week (cannot be over 20 during academic year):**

**Work location(s) - (This is the actual building or job site where the student will work):**

**Class Level (check all that apply):**

- Freshman
- Sophomore
- Junior
- Senior

**Desired Major(s) (check all that apply):**

- Agricultural and Resource Economics
- Agricultural Education
- Agricultural Management and Range Land Resources
- All Majors
- Atmospheric Science
- Biological Sciences
- Chemistry
- Civil and Environmental Engineering
- Ecological Management and Restoration
- Ecology
- Environmental and Resource Sciences
- Environmental Biology and Management
- Environmental Horticulture and Urban Forestry
- Environmental Science and Management
- Environmental Toxicology

**Please Select:**

- Assistant II - \$11.00/hr
- Assistant III - \$11.25/hr
- Assistant IV - \$11.50-\$16.75/hr
  
- Geography
- Horticulture and Agronomy
- Hydrologic Sciences
- Hydrology
- International Agricultural Development
- Landscape Architecture
- Natural Sciences
- Plant Biology
- Plant Sciences
- Range and Wildlands Science
- Soil and Water Science
- Soil Science
- Soils and Biogeochemistry
- Transportation Technology and Policy
- Wildlife, Fish and Conservation Biology

**Default email address for resumes (email address to which submitted resumes will be sent)**

**Additional document (Which additional documents do you request?)**

- Cover Letter
- Unofficial Transcript
- Writing Sample
- Other Documents

**Instructions regarding requested documents**

**Pre-select (Enter name of student and Student ID#)**

**Funding Source (account number):**

**Principal Investigator (Faculty member):**

**Who do you want applicants to contact?**

**Who will approve the student's time card? (Provide name of Primary Supervisor and Backup Supervisor)**

**Give contact information that you want students to see (phone, fax, email, website):**

-----Assistant series classification-----

Assistant II (eff. 1/01/18 \$11.00/hour)

The Assistant II level is used for positions that require commonly available abilities or do not require extensive training and experience. Positions that contribute to the disciplinary training of the student and/or require skills developed through a series of undergraduate courses in the student's field of study be appropriately classified at this level.

Typical kinds of work at this level include: general clerical work requiring typing utilizing computer software programs, basic recordkeeping, filing, reception, receptionist phone and drop in; key entry in data base programs; manual labor involving light maintenance and repair; custodial tasks; food service & routine preparation; laboratory setup and supply maintenance, preparation of simple media and reagents, and preparation of specimens; basic storekeeping; security and crowd control; performance of routine animal husbandry duties, observation of animal physical appearances and behavior, and administration of animal health care tasks under close technical supervision; and routine library searches in support of departmental research.

Assistant III (eff. 1/01/18 \$11.25/hour)

The Assistant III level is used for positions that require specialized knowledge and independent judgment in performing duties that support academic research projects, student activities, and advising programs, including sophisticated research/analytical functions. Positions that require skills usually acquired through specialized upper division coursework or rudimentary graduate level training are appropriately classified at this level.

Duties at this level may include: laboratory work requiring a moderate level of scientific knowledge gained through academic coursework; technical duties requiring specialized skills; recreational instructional support; peer advising and peer counseling; direction of student-managed activities or programs; operation of automotive equipment requiring specialized licenses; library assistance requiring specialized library skills, including complex bibliographic checking using advanced techniques; analytical studies of limited scope and depth; and similar assignments requiring judgment and specialized knowledge. Clerical/administrative positions classified at this level require knowledge of basic accounting, office management and specialized computer programs e.g. WORD, EXCEL, HTML, ACCESS etc., encompass a variety of assignments involving independent decision making, and require considerable knowledge of various policies and procedures e.g. travel, purchasing, accounting etc.

Assistant IV (eff. 1/01/18 range \$11.50- \$16.75/hour)

The Assistant IV level is used for positions that require extensive training generally obtained through advanced level training or academic coursework, in the performance of a variety of complex or specialized assignments working with minimal direction.

Duties at this level may include:

- performance of a variety of complex laboratory or field experimental procedures in support of academically minimally supervised research in the natural, physical or social sciences;
- provision of advanced computer troubleshooting services; programming of scientific and/or administrative problems for solution by computer; and other such highly specialized duties.

Examples of positions classified at this level are:

advanced research aide  
computer programmer  
computer consultant/resource  
engineer aide  
sr. advisors  
veterinary student assistant.

Pay rates within this classification are determined individually for each position by the Student Employment Center in conjunctions with the Personnel Services Office and are based on the complexity of specific assignments.