



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
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## OPS Job Codes

Hourly Non-Exempt			
“A” = Student “T” = Non-student	Job Description	Minimum Pay	Frequency
001	Health Profession Aide: <ul style="list-style-type: none"> <li>Assists medical staff</li> <li>Monitors the health of the patients/study participants</li> </ul>	\$12.00/hour	Hourly
002	Tutorial Assistant: <ul style="list-style-type: none"> <li>Assists students in understanding and processing course materials and/or concepts</li> <li>Has direct contact with students, and will do no grading</li> </ul>	\$12.00/hour	Hourly
003	Teaching, Classroom/Lab Assistant: <ul style="list-style-type: none"> <li>Leads recitation, discussion, colloquium classes, lab classes, demonstrations, and/or experiments, under the direct supervision of faculty/staff</li> <li>Assigned an instructor role, will have direct contact with students</li> </ul>	\$12.00/hour	Hourly
004	Research Assistant (non-laboratory): <ul style="list-style-type: none"> <li>Performs or assists with research outside of a laboratory setting</li> </ul>	\$12.00/hour	Hourly
005	Laboratory Assistant: <ul style="list-style-type: none"> <li>Assists in setting up or cleaning lab</li> <li>Performs lab research assignments</li> </ul>	\$12.00/hour	Hourly
006	Library & Museum Assistant: <ul style="list-style-type: none"> <li>Greets and assists patrons</li> <li>Assists with administrative work- copying paperwork, answering the telephone, shelving books, helping with check out of books and materials, etc.</li> </ul>	\$12.00/hour	Hourly
007	Athletic & Recreation Assistant: <ul style="list-style-type: none"> <li>Assists with student athlete planning and events</li> <li>Facilitates recreational activities on campus</li> </ul>	\$12.00/hour	Hourly
008	Technicians: <ul style="list-style-type: none"> <li>Operates technical equipment, and completes maintenance/duties related to lab, computer, camera, machinery, or other specialized equipment</li> </ul>	\$12.00/hour	Hourly
009	Information Assistant & Writer: <ul style="list-style-type: none"> <li>Assists in gathering information, for publications, internal documents, or communications and develops written materials</li> </ul>	\$12.00/hour	Hourly
010	Arts, Crafts & Related: <ul style="list-style-type: none"> <li>Creative performances</li> <li>Assists with administration or backstage duties for performances</li> <li>Assists with classroom instruction or art shop duties</li> </ul>	\$12.00/hour	Hourly

011	Business Office Assistant & Related: <ul style="list-style-type: none"> <li>Assists with clerical work- reviewing documents, copying, printing, running errands, etc.</li> <li>Greets visitors and answers phone lines</li> </ul>	\$12.00/hour	Hourly
012	Protection & Security Aides: <ul style="list-style-type: none"> <li>Monitors assigned areas of campus</li> <li>Assists with front desk related duties within assigned building</li> </ul>	\$12.00/hour	Hourly
013	Building/Grounds Assistants & Related: <ul style="list-style-type: none"> <li>General cleaning and maintenance duties</li> </ul>	\$12.00/hour	Hourly
A014	Student Government: <ul style="list-style-type: none"> <li>Student leadership position</li> <li>Assists by developing plans, or working with initiatives to support and improve the campus community</li> </ul>	\$12.00/hour	Hourly
015	Cooks/Hospitality Assistants: <ul style="list-style-type: none"> <li>Performs variety of food service, entertainment, or hospitality related duties</li> </ul>	\$12.00/hour	Hourly
017	Camp Counselor/Assistant: <ul style="list-style-type: none"> <li>Supervises and coordinates camp attendees during camps</li> <li>Plans events, and assists with schedules during camps</li> </ul>	\$12.00/hour	Hourly
019	Intern <ul style="list-style-type: none"> <li>InternFSU or other internship that meets the criteria outlined on the Career Center's <a href="#">FSU On-Campus Internship Checklist</a></li> </ul>	\$12.00/hour	Hourly
A101	Undergraduate Grading Assistant: <ul style="list-style-type: none"> <li>Assists instructors in grading based on completion or objective questions</li> <li>Helps in administering exams and lab assignments and has direct contact with the faculty teaching the course</li> </ul>	\$12.00/hour	Hourly

**Exempt**

Requires the department to submit an Exempt OPS Position Description form which must be approved by Employee Data Management

“A” = Student “T” = Non-student	Job Description	Minimum Pay	Frequency
020	Professional Research Assistant: <ul style="list-style-type: none"> <li>Executes advanced level research projects in their field</li> <li>Has advanced knowledge of their assigned subject matter</li> </ul>	\$684/week	26.1
021	Administrative: <ul style="list-style-type: none"> <li>Performs office or non-manual work that is directly related to the management or general business operations of the employer or the employer's customers</li> <li>Exercises discretion and independent judgment with respect to matters of significance</li> </ul>	\$684/week	26.1
022	Instructional/Lab Section Assistant: <ul style="list-style-type: none"> <li>Leads recitation, discussion, colloquium classes, lab classes, demonstrations, and/or experiments, under the direct supervision of faculty/staff</li> <li>Assigned an instructor role, and will have direct contact with students</li> </ul>	Teaching Exemption – \$12.00/hour	26.1
023	Artistic/Creative: <ul style="list-style-type: none"> <li>Performs work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor</li> </ul>	\$684/week	26.1

A024	Undergraduate Research Assistant (related to student's degree) <ul style="list-style-type: none"> <li>Assists with research assignments pertaining to the student's undergraduate degree program</li> </ul>	Student Relationship – \$12.00/hour	26.1
026	Clinical Professional <ul style="list-style-type: none"> <li>College of Medicine clinical residency program</li> <li>Medical professional working in a clinical setting with College of Medicine</li> </ul>	Medical Exemption – \$12.00/hour	26.1
027	Camp Teacher/Coordinator: <ul style="list-style-type: none"> <li>Teacher is primarily responsible for camp instruction and facilitating learning</li> <li>Coordinator oversees and manages camp activities or supervises counselors/teachers</li> </ul>	Teaching Exemption – \$12.00/hour Coordinator – \$684/week	26.1
T028	Psychology Intern: <ul style="list-style-type: none"> <li>Student internship program for doctoral students within psychology and related fields</li> </ul>	Student Relationship – \$12.00/hour	26.1
A030	Resident Assistant *Requires copy of University Housing Reasonable Agreement	Student Relationship/RA Exemption – \$12.00/hour	26.1

### Graduate Assistant Appointments

Job Code	Job Description	Minimum Pay	Frequency
M9182	<b>Graduate Research Assistant – Stipend</b> <ul style="list-style-type: none"> <li>Degree seeking graduate student</li> <li>Performs research activities or assignments that are related to the student's academic program</li> <li>The appointee must be fully admitted to and meet the requirements of the graduate school, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member</li> </ul> EXAMPLE: A science student conducting research in a lab or a library.	\$23.08/hour	26.1
M9183	<b>Graduate Teaching Associate – Stipend</b> <ul style="list-style-type: none"> <li>Degree seeking graduate student</li> <li>Master's degree in the teaching discipline, or at least 18 graduate semester hours in the teaching discipline and assists in the teaching function of a graduate course or co-listed course, but is not the Instructor of Record</li> <li>The appointee must be fully admitted to and meet the requirements of the graduate school, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member</li> </ul> EXAMPLE: For graduate-level or co-listed courses- tutor, recitation leader, laboratory supervisor, assistant to faculty instructor, etc.	\$23.08/hour	26.1
M9184	<b>Graduate Teaching Assistant – Stipend</b> <ul style="list-style-type: none"> <li>Degree seeking graduate student</li> <li>Assists in the instructional process and has direct contact with a student or a group of students</li> <li>The graduate assistant may be directly involved in a tutorial or group instructional environment and may grade papers and analyze work products as part of their overall assignment</li> <li>The appointee must be fully admitted to and meet the requirements of the graduate school, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member</li> </ul> EXAMPLE: A graduate student performing full instructional responsibilities for a credit class.	\$23.08/hour	26.1

W9185	<p><b>Graduate Assistant in Teaching – Stipend</b></p> <ul style="list-style-type: none"> <li>• Degree seeking graduate student</li> <li>• Assists in the instructional process</li> <li>• Has direct contact with a student or a group of students</li> <li>• May be directly involved in a tutorial or group instructional environment and may grade papers and analyze work products as part of their overall assignment</li> <li>• The appointee must be fully admitted to and meet the requirements of the Graduate School, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member</li> </ul> <p>EXAMPLE: Recitation leader, lab supervisor, assistant to faculty instructor, etc.</p>	\$23.08/hour	26.1
Z9185	<p><b>Graduate Assistant in Professional – Stipend</b></p> <ul style="list-style-type: none"> <li>• Degree seeking graduate student</li> <li>• Assists in a degree related professional or academic function under the supervision of a graduate faculty member, or</li> <li>• Performs degree related professional or administrative services that supports research or instructional activities</li> <li>• The appointee must be fully admitted to and meet the requirements of the graduate school, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member</li> </ul> <p>EXAMPLE: A counseling major assisting in a psychology clinic or in a residence hall. This category does not include clerical assistance nor non-degree related employment.</p>	\$23.08/hour	26.1
<b>Postdoctoral Scholar Appointments</b>			
M9189	<p><b>Postdoctoral Scholar – Full Time</b></p> <ul style="list-style-type: none"> <li>• The appointee was awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate field within 5 years prior to appointment</li> <li>• The appointment is a temporary traineeship; with a maximum tenure of 4 years. Under special circumstances as approved in advance by the provost, postdoc appointments may be renewed for an additional year for a maximum of five years total. At the end of the training period, it is expected that the postdoc will move into a staff or faculty position either at FSU or elsewhere</li> <li>• The appointment is viewed as preparatory for the trainee’s career</li> <li>• The appointment involves substantial full-time mentored training in a field relevant to the trainee’s career path, including research, scholarship, or teaching</li> <li>• The appointee works under the mentorship of a faculty member</li> <li>• The appointee has the freedom, and is expected, to publish research or scholarship results during the period of the appointment</li> <li>• All appointments will be classified as a postdoc under the employee class in OMNI</li> <li>• 30 hours (.75 FTE) or more, per week</li> <li>• Exempt appointment</li> </ul>	\$913/week	26.1
M9189P	<p><b>Part Time Postdoctoral Scholar</b></p> <ul style="list-style-type: none"> <li>• Duties and qualifications similar to Full Time Postdoctoral Scholar appointment above</li> <li>• Less than 30 hours (.75 FTE), per week</li> <li>• Non-exempt if compensation is under \$684 per week</li> </ul>	\$22.825/hour	26.1