



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 282 Champions Way  
 PO Box 3062410  
 Tallahassee, FL 32306-2410  
 Phone: (850) 644-6034  
 Fax: (850) 645-4670

## OPS Job Codes

Hourly Non-Exempt			
“A” = Student “T” = Non- student	Job Description	Minimum Pay	Frequency
001	Health Profession Aide	\$8.56/hour	Hourly
002	Tutorial Assistant	\$8.56/hour	Hourly
003	Teaching/Classroom Assistant	\$8.56/hour	Hourly
004	Research Assistant (non-laboratory)	\$8.56/hour	Hourly
005	Laboratory Assistant	\$8.56/hour	Hourly
006	Library & Museum Assistant	\$8.56/hour	Hourly
007	Athletic & Recreation Assistant	\$8.56/hour	Hourly
008	Technicians	\$8.56/hour	Hourly
009	Information Assistant & Writer	\$8.56/hour	Hourly
010	Arts, Crafts & Related	\$8.56/hour	Hourly
011	Business Office Assistant & Related	\$8.56/hour	Hourly
012	Protection & Security Aides	\$8.56/hour	Hourly
013	Building/Grounds Assistants & Related	\$8.56/hour	Hourly
A014	Student Government	\$8.56/hour	Hourly
015	Cooks/Hospitality Assistants	\$8.56/hour	Hourly
017	Camp Counselor/Assistant	\$8.56/hour	Hourly
019	Intern – InternFSU or other Career Center approved appointments accompanied by the <a href="#">FSU On-Campus Internship Checklist</a>	\$8.56/hour	Hourly
A101	Undergraduate Grading Assistant	\$8.56/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	\$684/week	26.1
021	Administrative	\$684/week	26.1
022	Instruction/Teaching	Teaching Exemption – \$8.56/hour	26.1
023	Artistic/Creative	\$684/week	26.1
A024	Undergraduate Research Assistant (related to student’s degree)	Student Relationship - \$8.56/hour	26.1
026	Medical Residency (clinical)	Medical Exemption – \$8.56/hour	26.1
027	Camp Teacher/Coordinator	Teaching Exemption – \$8.56/hour Coordinator - \$684/week	26.1
T028	Psychology Intern	Student Relationship - \$8.56/hour	26.1
A030	Resident Assistant (University Housing) *Requires copy of Housing Reasonable Agreement	Student Relationship/RA Exemption – \$8.56/hour	26.1

Revised 4/3/2020

Graduate Assistant Appointments			
Job Code	Job Description	Minimum Pay	Frequency
M9182	<b>Graduate Research Assistant</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> </ul> <p>EXAMPLE: A science student doing research in a lab or a library.</p>	\$19.23/hour	26.1
M9184	<b>Graduate Teaching Assistant</b> <ul style="list-style-type: none"> <li>Degree seeking graduate student</li> <li>Assists in the instructional process and who 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> </ul> <p>EXAMPLE: A graduate student having full instructional responsibilities for a credit class.</p>	\$19.23/hour	26.1
W9185	<b>Graduate Assistant in Teaching</b> <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. 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 leaders, lab supervisors assistant to faculty instructor.</p>	\$19.23/hour	26.1
Z9185	<b>Graduate Assistant in Professional</b> <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> </ul> <p>EXAMPLE: A theatre design major assisting in set design, costume, or 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>	\$19.23/hour	26.1
Postdoctoral Scholar Appointments			
M9189	<b>Postdoctoral Scholar – Full Time</b> <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> </ul> <p>Office of Graduate Studies 408 Westcott Building (850) 644-3500</p>	\$913/week	26.1
M9189P	<b>Part Time Postdoctoral Scholar</b> <ul style="list-style-type: none"> <li>Duties and qualifications similar to Full Time Postdoctoral Scholar appointment above.</li> </ul> <p>Less than 40 hours per week</p>	\$22.825/hour	26.1