



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
001	Health Profession Aide	\$8.10/hour
002	Tutorial Assistant	\$8.10/hour
003	Teaching/Classroom Assistant	\$8.10/hour
004	Research Assistant (non-laboratory)	\$8.10/hour
005	Laboratory Assistant	\$8.10/hour
006	Library & Museum Assistant	\$8.10/hour
007	Athletic & Recreation Assistant	\$8.10/hour
008	Technicians	\$8.10/hour
009	Information Assistant & Writer	\$8.10/hour
010	Arts, Crafts & Related	\$8.10/hour
011	Business Office Assistant & Related	\$8.10/hour
012	Protection & Security Aides	\$8.10/hour
013	Building/Grounds Assistants & Related	\$8.10/hour
A014	Student Government	\$8.10/hour
015	Cooks/Hospitality Assistants	\$8.10/hour
017	Camp Counselor/Assistant	\$8.10/hour
019	Intern – Intern appointments must be accompanied by the FSU On-Campus Internship Checklist	\$8.10/hour
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
020	Professional Research Assistant	\$913/week
021	Administrative	\$913/week
022	Instruction/Teaching	Teaching Exemption – \$8.10/hour
023	Artistic/Creative	\$913/week
A024	Undergraduate Research Assistant (related to student’s degree)	Student Relationship - \$8.10/hour
026	Medical Residency (clinical)	Medical Exemption – \$8.10/hour
027	Camp Teacher/Coordinator	Teaching Exemption – \$8.10/hour Coordinator - \$913/week
T028	Psychology Intern	Student Relationship - \$8.10/hour
A030	Resident Assistant (University Housing) *Requires copy of Housing Reasonable Agreement	Student Relationship/RA Exemption – \$8.10/hour

Graduate Assistant Appointments		
Job Code	Job Description	Minimum Pay
M9182	<p>Graduate Research Assistant</p> <ul style="list-style-type: none"> Degree seeking graduate student Performs research activities or assignments that are related to the student's academic program. <p>EXAMPLE: A science student doing research in a lab or a library.</p>	\$15.38/hour
M9184	<p>Graduate Teaching Assistant</p> <ul style="list-style-type: none"> Degree seeking graduate student Assists in the instructional process and who has direct contact with a student or a group of students. 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. <p>EXAMPLE: A graduate student having full instructional responsibilities for a credit class.</p>	\$15.38/hour
W9185	<p>Graduate Assistant in Teaching</p> <ul style="list-style-type: none"> Degree seeking graduate student Assists in the instructional process Has direct contact with a student or a group of students. 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. <p>EXAMPLE: Recitation leaders, lab supervisors assistant to faculty instructor.</p>	\$15.38/hour
Z9185	<p>Graduate Assistant in Research</p> <ul style="list-style-type: none"> Degree seeking graduate student Assists in a degree related professional or academic function under the supervision of a graduate faculty member, or Performs degree related professional or administrative services that supports research or instructional activities. <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>	\$15.38/hour
Postdoctoral Scholar Appointments		
M9189	<p>Postdoctoral Scholar – Full Time</p> <ul style="list-style-type: none"> 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. 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. The appointment is viewed as preparatory for the trainee's career. The appointment involves substantial full-time mentored training in a field relevant to the trainee's career path, including research, scholarship, or teaching. The appointee works under the mentorship of a faculty member. The appointee has the freedom, and is expected, to publish research or scholarship results during the period of the appointment. All appointments will be classified as a postdoc under the employee class in OMNI. <p>Office of Graduate Studies 408 Westcott Building (850) 644-3500</p>	\$913/week
M9189P	<p>Part Time Postdoctoral Scholar</p> <ul style="list-style-type: none"> Duties and qualifications similar to Full Time Postdoctoral Scholar appointment above. Less than 40 hours per week 	\$22.825/hour