



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"> Assists medical staff Monitors the health of the patients/study participants 	\$10.00/hour	Hourly
002	Tutorial Assistant: <ul style="list-style-type: none"> Assists students in understanding and processing course materials and/or concepts Has direct contact with students, and will do no grading 	\$10.00/hour	Hourly
003	Instructional/Lab Section Assistant: <ul style="list-style-type: none"> Leads recitation, discussion, colloquium classes, lab classes, demonstrations, and/or experiments, under the direct supervision of faculty/staff Assigned an instructor role, will have direct contact with students 	\$10.00/hour	Hourly
004	Research Assistant (non-laboratory): <ul style="list-style-type: none"> Performs or assists with research outside of a laboratory setting 	\$10.00/hour	Hourly
005	Laboratory Assistant: <ul style="list-style-type: none"> Assists in setting up or cleaning lab Performs lab research assignments 	\$10.00/hour	Hourly
006	Library & Museum Assistant: <ul style="list-style-type: none"> Greets and assists patrons Assists with administrative work- copying paperwork, answering the telephone, shelving books, helping with check out of books and materials, etc. 	\$10.00/hour	Hourly
007	Athletic & Recreation Assistant: <ul style="list-style-type: none"> Assists with student athlete planning and events Facilitates recreational activities on campus 	\$10.00/hour	Hourly
008	Technicians: <ul style="list-style-type: none"> Operates technical equipment, and completes maintenance/duties related to lab, computer, camera, machinery, or other specialized equipment 	\$10.00/hour	Hourly
009	Information Assistant & Writer: <ul style="list-style-type: none"> Assists in gathering information, for publications, internal documents, or communications and develops written materials 	\$10.00/hour	Hourly
010	Arts, Crafts & Related: <ul style="list-style-type: none"> Creative performances Assists with administration or backstage duties for performances Assists with classroom instruction or art shop duties 	\$10.00/hour	Hourly

011	Business Office Assistant & Related: <ul style="list-style-type: none"> Assists with clerical work- reviewing documents, copying, printing, running errands, etc. Greets visitors and answers phone lines 	\$10.00/hour	Hourly
012	Protection & Security Aides: <ul style="list-style-type: none"> Monitors assigned areas of campus Assists with front desk related duties within assigned building 	\$10.00/hour	Hourly
013	Building/Grounds Assistants & Related: <ul style="list-style-type: none"> General cleaning and maintenance duties 	\$10.00/hour	Hourly
A014	Student Government: <ul style="list-style-type: none"> Student leadership position Assists by developing plans, or working with initiatives to support and improve the campus community 	\$10.00/hour	Hourly
015	Cooks/Hospitality Assistants: <ul style="list-style-type: none"> Performs variety of food service, entertainment, or hospitality related duties 	\$10.00/hour	Hourly
017	Camp Counselor/Assistant: <ul style="list-style-type: none"> Supervises and coordinates camp attendees during camps Plans events, and assists with schedules during camps 	\$10.00/hour	Hourly
019	Intern <ul style="list-style-type: none"> InternFSU or other internship that meets the criteria outlined on the Career Center's FSU On-Campus Internship Checklist 	\$10.00/hour	Hourly
A101	Undergraduate Grading Assistant: <ul style="list-style-type: none"> Assists instructors in grading based on completion or objective questions Helps in administering exams and lab assignments and has direct contact with the faculty teaching the course 	\$10.00/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"> Executes advanced level research projects in their field Has advanced knowledge of their assigned subject matter 	\$684/week	26.1
021	Administrative: <ul style="list-style-type: none"> 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 Exercises discretion and independent judgment with respect to matters of significance 	\$684/week	26.1
022	Instructional/Lab Section Assistant: <ul style="list-style-type: none"> Leads recitation, discussion, colloquium classes, lab classes, demonstrations, and/or experiments, under the direct supervision of faculty/staff Assigned an instructor role, and will have direct contact with students 	Teaching Exemption – \$10.00/hour	26.1
023	Artistic/Creative: <ul style="list-style-type: none"> Performs work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor 	\$684/week	26.1

A024	Undergraduate Research Assistant (related to student's degree) <ul style="list-style-type: none"> Assists with research assignments pertaining to the student's undergraduate degree program 	Student Relationship – \$10.00/hour	26.1
026	Clinical Professional <ul style="list-style-type: none"> College of Medicine clinical residency program Medical professional working in a clinical setting with College of Medicine 	Medical Exemption – \$10.00/hour	26.1
027	Camp Teacher/Coordinator: <ul style="list-style-type: none"> Teacher is primarily responsible for camp instruction and facilitating learning Coordinator oversees and manages camp activities or supervises counselors/teachers 	Teaching Exemption – \$10.00/hour Coordinator – \$684/week	26.1
T028	Psychology Intern: <ul style="list-style-type: none"> Student internship program for doctoral students within psychology and related fields 	Student Relationship – \$10.00/hour	26.1
A030	Resident Assistant *Requires copy of University Housing Reasonable Agreement	Student Relationship/RA Exemption – \$10.00/hour	26.1

Graduate Assistant Appointments

Job Code	Job Description	Minimum Pay	Frequency
M9182	Graduate Research Assistant – Stipend <ul style="list-style-type: none"> Degree seeking graduate student Performs research activities or assignments that are related to the student's academic program 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 EXAMPLE: A science student conducting research in a lab or a library.	\$20.83/hour	26.1
M9183	Graduate Teaching Associate – Stipend <ul style="list-style-type: none"> Degree seeking graduate student 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 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 EXAMPLE: For graduate-level or co-listed courses- tutor, recitation leader, laboratory supervisor, assistant to faculty instructor, etc.	\$20.83/hour	26.1
M9184	Graduate Teaching Assistant – Stipend <ul style="list-style-type: none"> Degree seeking graduate student Assists in the instructional process and 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 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 EXAMPLE: A graduate student performing full instructional responsibilities for a credit class.	\$20.83/hour	26.1

W9185	<p>Graduate Assistant in Teaching – Stipend</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 leader, lab supervisor, assistant to faculty instructor, etc.</p>	\$20.83/hour	26.1
Z9185	<p>Graduate Assistant in Professional – Stipend</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 • 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: 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>	\$20.83/hour	26.1
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 • 30 hours (.75 FTE) or more, per week • Exempt appointment 	\$913/week	26.1
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 30 hours (.75 FTE), per week • Non-exempt if compensation is under \$684 per week 	\$22.825/hour	26.1