# OPS Job Codes

## Hourly Non-Exempt

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Description</th>
<th>Minimum Pay</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| 001      | Health Profession Aide:  
• Assists medical staff  
• Monitors the health of the patients/study participants | $12.00/hour | Hourly |
| 002      | Tutorial Assistant:  
• Assists students in understanding and processing course materials and/or concepts  
• Has direct contact with students, and will do no grading | $12.00/hour | Hourly |
| 003      | Teaching, Classroom/Lab Assistant:  
• 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 | $12.00/hour | Hourly |
| 004      | Research Assistant (non-laboratory):  
• Performs or assists with research outside of a laboratory setting | $12.00/hour | Hourly |
| 005      | Laboratory Assistant:  
• Assists in setting up or cleaning lab  
• Performs lab research assignments | $12.00/hour | Hourly |
| 006      | Library & Museum Assistant:  
• Greets and assists patrons  
• Assists with administrative work- copying paperwork, answering the telephone, shelving books, helping with check out of books and materials, etc. | $12.00/hour | Hourly |
| 007      | Athletic & Recreation Assistant:  
• Assists with student athlete planning and events  
• Facilitates recreational activities on campus | $12.00/hour | Hourly |
| 008      | Technicians:  
• Operates technical equipment, and completes maintenance/duties related to lab, computer, camera, machinery, or other specialized equipment | $12.00/hour | Hourly |
| 009      | Information Assistant & Writer:  
• Assists in gathering information, for publications, internal documents, or communications and develops written materials | $12.00/hour | Hourly |
| 010      | Arts, Crafts & Related:  
• Creative performances  
• Assists with administration or backstage duties for performances  
• Assists with classroom instruction or art shop duties | $12.00/hour | Hourly |
<table>
<thead>
<tr>
<th>Code</th>
<th>Position &amp; Description</th>
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</thead>
<tbody>
<tr>
<td>011</td>
<td>Business Office Assistant &amp; Related:</td>
<td>• Assists with clerical work- reviewing documents, copying, printing, running errands, etc. • Greets visitors and answers phone lines</td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>012</td>
<td>Protection &amp; Security Aides:</td>
<td>• Monitors assigned areas of campus • Assists with front desk related duties within assigned building</td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>013</td>
<td>Building/Grounds Assistants &amp; Related:</td>
<td>• General cleaning and maintenance duties</td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>A014</td>
<td>Undergraduate Grading Assistant:</td>
<td>• 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</td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>015</td>
<td>Cooks/Hospitality Assistants:</td>
<td>• Performs variety of food service, entertainment, or hospitality related duties</td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>017</td>
<td>Camp Counselor/Assistant:</td>
<td>• Supervises and coordinates camp attendees during camps • Plans events, and assists with schedules during camps</td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>019</td>
<td>Intern</td>
<td>InternFSU or other internship that meets the criteria outlined on the Career Center’s <a href="#">FSU On-Campus Internship Checklist</a></td>
<td>$12.00/hour</td>
<td>Hourly</td>
</tr>
<tr>
<td>A101</td>
<td>Undergraduate Grading Assistant:</td>
<td>• 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</td>
<td>$12.00/hour</td>
<td>Hourly</td>
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</tbody>
</table>

**Exempt**

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

<table>
<thead>
<tr>
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<tr>
<td>020</td>
<td>Professional Research Assistant:</td>
<td>• Executes advanced level research projects in their field • Has advanced knowledge of their assigned subject matter</td>
<td>$684/week</td>
</tr>
<tr>
<td>021</td>
<td>Administrative:</td>
<td>• 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</td>
<td>$684/week</td>
</tr>
<tr>
<td>022</td>
<td>Instructional/Lab Section Assistant:</td>
<td>• 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</td>
<td>Teaching Exemption – $12.00/hour</td>
</tr>
<tr>
<td>023</td>
<td>Artistic/Creative:</td>
<td>• Performs work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor</td>
<td>$684/week</td>
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</tbody>
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Revised 9/30/23
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| A024     | Undergraduate Research Assistant (related to student’s degree)  
  - Assists with research assignments pertaining to the student’s undergraduate degree program | Student Relationship – $12.00/hour | 26.1 |
| 026      | Clinical Professional  
  - College of Medicine clinical residency program  
  - Medical professional working in a clinical setting with College of Medicine | Medical Exemption – $12.00/hour | 26.1 |
| 027      | Camp Teacher/Coordinator:  
  - Teacher is primarily responsible for camp instruction and facilitating learning  
  - Coordinator oversees and manages camp activities or supervises counselors/teachers | Teaching Exemption – $12.00/hour  
  Coordinator – $684/week | 26.1 |
| T028     | Psychology Intern:  
  - Student internship program for doctoral students within psychology and related fields | 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**

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| M9182    | Graduate Research Assistant – Stipend  
  - 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. | $23.08/hour | 26.1 |
| M9183    | Graduate Teaching Associate – Stipend  
  - 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. | $23.08/hour | 26.1 |
| M9184    | Graduate Teaching Assistant – Stipend  
  - 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. | $23.08/hour | 26.1 |
### Graduate Assistant in Teaching – Stipend
- 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
- EXAMPLE: Recitation leader, lab supervisor, assistant to faculty instructor, etc.

| W9185 | $23.08/hour | 26.1 |

### Graduate Assistant in Professional – Stipend
- 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
- 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.

| Z9185 | $23.08/hour | 26.1 |

### Postdoctoral Scholar Appointments

#### Postdoctoral Scholar – Full Time
- 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

| M9189 | $913/week | 26.1 |

#### Part Time Postdoctoral Scholar
- 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

| M9189P | $22.825/hour | 26.1 |