# OPS Job Codes

## Hourly Non-Exempt

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Description</th>
<th>Minimum Pay</th>
<th>Frequency</th>
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</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      | Instructional/Lab Section 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 |
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| 011  | Business Office Assistant & Related:  
- Assists with clerical work—reviewing documents, copying, printing, running errands, etc.  
- Greets visitors and answers phone lines | $12.00/hour | Hourly    |
| 012  | Protection & Security Aides:  
- Monitors assigned areas of campus  
- Assists with front desk related duties within assigned building | $12.00/hour | Hourly    |
| 013  | Building/Grounds Assistants & Related:  
- General cleaning and maintenance duties | $12.00/hour | Hourly    |
| A014 | Student Government:  
- Student leadership position  
- Assists by developing plans, or working with initiatives to support and improve the campus community | $12.00/hour | Hourly    |
| 015  | Cooks/Hospitality Assistants:  
- Performs variety of food service, entertainment, or hospitality related duties | $12.00/hour | Hourly    |
| 017  | Camp Counselor/Assistant:  
- Supervises and coordinates camp attendees during camps  
- Plans events, and assists with schedules during camps | $12.00/hour | Hourly    |
| 019  | Intern  
- InternFSU or other internship that meets the criteria outlined on the Career Center’s [FSU On-Campus Internship Checklist](#) | $12.00/hour | Hourly    |
| A101 | Undergraduate Grading Assistant:  
- 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 | $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  
“A” = Non-student | Job Description                                                                 | Minimum Pay | Frequency |
|-------------------|--------------------------------------------------------------------------------|-------------|-----------|
| 020               | Professional Research Assistant:  
- Executes advanced level research projects in their field  
- Has advanced knowledge of their assigned subject matter | $844/week | 26.1      |
| 021               | Administrative:  
- 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 | $844/week | 26.1      |
| 022               | Instructional/Lab Section Assistant:  
- 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 – $12.00/hour | 26.1      |
| 023               | Artistic/Creative:  
- Performs work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor | $844/week | 26.1      |

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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 – $844/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 |
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<th>Role</th>
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<th>Duties and Qualifications</th>
<th>Pay Rate</th>
<th>Hours/Week</th>
<th>Exempt Status</th>
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| **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 | $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 | $23.08/hour | 26.1 |  
| **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 | $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 | $22.825/hour | 26.1 |  

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