FSU | 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: • Assists medical staff • Monitors the health of the patients/study participants	$15.00/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	$15.00/hour	Hourly
003	Instructional/Lab Section Assistant: • Assists for recitation, discussion, colloquium classes, lab classes, demonstrations, and/or experiments, under the direct supervision of faculty/staff • Provides support to an instructor, will have direct contact with students	$15.00/hour	Hourly
004	Research Assistant (non-laboratory): • Performs or assists with research outside of a laboratory setting	$15.00/hour	Hourly
005	Laboratory Assistant: • Assists in setting up or cleaning lab • Performs lab research assignments	$15.00/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.	$15.00/hour	Hourly
007	Athletic & Recreation Assistant: • Assists with student athlete planning and events • Facilitates recreational activities on campus	$15.00/hour	Hourly
008	Technicians: • Operates technical equipment, and completes maintenance/duties related to lab, computer, camera, machinery, or other specialized equipment	$15.00/hour	Hourly
009	Information Assistant & Writer: • Assists in gathering information, for publications, internal documents, or communications and develops written materials	$15.00/hour	Hourly
010	Arts, Crafts & Related: • Creative performances • Assists with administration or backstage duties for performances • Assists with classroom instruction or art shop duties	$15.00/hour	Hourly
011	Business Office Assistant & Related: • Assists with clerical work- reviewing documents, copying, printing, running errands, etc. • Greets visitors and answers phone lines	$15.00/hour	Hourly

012	Protection & Security Aides • Monitors assigned areas of campus • Assists with front desk related duties within assigned building	5.00/hour	Hourly
013	Building/Grounds Assistants & Related: • General cleaning and maintenance duties	$15.00/hour	Hourly
A014	Student Government: • Student leadership position • Assists by developing plans, or working with initiatives to support and improve the campus community	$15.00/hour	Hourly
015	Cooks/Hospitality Assistants: • Performs variety of food service, entertainment, or hospitality related duties	$15.00/hour	Hourly
017	Camp Counselor/Assistant: • Supervises and coordinates camp attendees during camps • Plans events, and assists with schedules during camps	$15.00/hour	Hourly
019	Intern • InternFSU or other internship that meets the criteria outlined on the Career Center's FSU On-Campus Internship Checklist	$15.00/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	$15.00/hour	Hourly
103	Apprentice • Completes technical and trade related work assignments while receiving supervision, coaching, and mentorship • Participates in training program to develop knowledge, skills, and experience for specific profession or trade	$15.00/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: • Executes advanced level research projects in their field • Has advanced knowledge of their assigned subject matter	$684/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	$684/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 – $15.00/hour	26.1
023	Artistic/Creative: • 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) • Assists with research assignments pertaining to the student's undergraduate degree program	Student Relationship – $15.00/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 – $15.00/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 – $15.00/ hour Coordinator – $684/week	26.1
T028	Psychology Intern: • Student internship program for doctoral students within psychology and related fields	Student Relationship – $15.00/hour	26.1
A030	Resident Assistant *Requires copy of University Housing Reasonable Agreement	Student Relationship/RA Exemption – $15.00/hour	26.1

Graduate Assistant Appointments

Job Code	Job Description	Minimum Pay	Frequency
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.	$25.65/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.	$25.65/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.	$25.65/hour	26.1

W9185	**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.	$25.65/hour	26.1
Z9185	**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.	$25.65/hour	26.1
Postdoctoral Scholar Appointments			
M9189	**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
M9189P	**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