

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Part Time Non Student

REV: May 2018
CLASS CODE: 10061
FLSA: NON-EXEMPT
PAY GRADE:
\$8.00 – \$30.00

SUMMARY

Function/Scope: Perform duties that require training, specific or unique skills, and/or education that is not provided by a current student. Part-time positions that do not require a bachelor's degree or perform clerical duties **MUST** be performed by a student and cannot be classified under this job description.

DUTIES

Typical:

- Assists with special project administration.
- Knowledge of technical, complex subject areas.
- Performs other duties as assigned.

SUPERVISION

Received: General supervision from assigned supervisor.
Given: May supervise assigned support staff as needed.

EDUCATION

Required: Specific training or certification may be required in assigned area. Bachelor's Degree along with previous departmental experiences/training may be required.
Preferred: None.

EXPERIENCE

Required: Previous experience in a similar position.
Preferred: None.

LICENSE/ None.

CERTIFICATION

EQUIPMENT

Required: Knowledge of personal computer, word processing, spreadsheet, and database software or specialized equipment based on assignment. Standard office machines.

WORKING CONDITIONS

General: Needs to be able to successfully perform all required duties. Typically an indoor office environment but may be required to travel around the campus.

OTHER Other skills beneficial to the duties performed.

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of Section 51.215 Texas Education Code.

The above statements do not supersede or replace any statements made in the UTRGV Handbook of Operating Procedures or elsewhere which prescribe the role, responsibilities, duties and skills of personnel assigned to this job title, nor are they intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this job title. The above statements are intended to describe the general nature and level of work performed by personnel assigned to this job title. Administration/management retains the discretion to add to or change the duties of the position at any time.

Substitutions to the above requirements must have prior approval from the Chief HR Officer.