

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Student Assistant

REV: May 2018
CLASS CODE: 10059
FLSA: NON-EXEMPT
PAY GRADE:
\$8.00 – \$13.00

SUMMARY

Function/Scope: Provide support to faculty and staff and perform basic duties as assigned.

DUTIES

Typical:

Based on the specific assignment the duties may include:

- Greets visitors and provides information to students, faculty, staff, and the general public regarding department services, policies, and procedures.
- Assists with basic administrative functions of an office.
- Organizes and maintains confidential files and records.
- Provides supportive services to students.
- Trains and provides support to staff and/or students in the use of software and hardware.
- May provide assistance within a Help Desk setting focused on a specific task or subject matter.
- Acts as reference source for questions/concerns relating to student activities or the UTRGV community.
- May be required to assist with special projects, basic bookkeeping, preparation of publications and/or newsletters, and planning of events.
- Performs other duties as assigned.

SUPERVISION

Received: General supervision from assigned supervisor.

Given: May supervise other student workers.

EDUCATION

Required: Current UTRGV student; actively enrolled in a degree granting program.

Preferred: None.

EXPERIENCE

Required: None.

Preferred: Relevant coursework as well as knowledge of specific departmental equipment and procedures.

LICENSE/ None.

CERTIFICATION

EQUIPMENT

Required: Knowledge of special equipment used in the field. Word processing, spreadsheet, and database software. Use of standard office equipment.

WORKING CONDITIONS

General: Needs to be able to successfully perform all required duties. Office conditions.

OTHER

Ability to deal effectively with various publics and ensure compliance of university regulations/policies.

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.