

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Student Employment Initiative (SEI)

REV: May 2018
CLASS CODE: 10065
FLSA: NON-EXEMPT
PAY GRADE:
\$10.00 – \$13.00

SUMMARY

Function/Scope: Oversees, coordinates, monitors and/or develops programs for a unit or department. May involve special projects requiring independent decision-making, advanced coursework/degree and/or the ability to work with minimal supervision.

DUTIES

Typical: Based on the specific assignment the duties may include:

- Assist with implementation of activities relating to a specific program of study that require the application of technical or complex subject matter knowledge.
- Greet visitors and provide information to students, faculty, staff, and the general public regarding department services.
- Organize and maintain confidential files and records.
- Provide supportive services to students.
- Act as reference source for questions/concerns relating to student activities or the UTRGV community.
- May be required to assist with special projects.
- Perform other duties as assigned.

SUPERVISION

Received: Minimal supervision from assigned supervisor.
Given: May supervise other student employees.

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. Typically, an indoor office environment but may be required to travel around the campus.

OTHER Exceptional communication, planning, organizational skills, and customer service. 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.