

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Student Academic Assistant

REV: May 2018
CLASS CODE: 10058
FLSA: NON-EXEMPT
PAY GRADE:
\$8.00 – \$15.00

SUMMARY

Function/Scope: Assist faculty or staff in laboratory, fieldwork, or classroom setting.

DUTIES

Typical:

Based on the specific assignment the duties may include:

- Provides assistance to teaching staff and/or may assist and direct clients and/or staff who require the services of the lab.
- Responsible for proctoring exams, grading exams with key and distributing handouts.
- Assist in the supervision and maintenance of the lab and/or facility and other laboratory assistants.
- Assists teaching staff with demonstrations, developing/finalizing homework assignments, tutoring, grading tests and assistance with lab sessions.
- Assists with operation/maintenance of laboratory and facilities.
- Assists with course syllabus preparation, instruction of students during class and advising of students.
- 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 or enrolled in UTRGV's MSA.

Preferred: None.

EXPERIENCE

Required: None.

Preferred: Relevant coursework as well as knowledge of lab 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

Required: 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 skills.

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.