

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

WS Student Academic Assistant

REV: MAY 2015
CLASS CODE: 00053
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:

EXPERIENCE

Required: None

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

LICENSE/ CERTIFICATION

None.

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 skills. Students assigned to this titles are required to have been awarded under the Work Study program.

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.

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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.