

# THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

## WS Student Assistant

**REV:** MAY 2015  
**CLASS CODE:** 00054  
**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 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/ 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. Office conditions.

### OTHER

Ability to deal effectively with various publics and ensure compliance of university regulations/policies. Students assigned to this titles are required to have been awarded under the Work Study program.

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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.

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