

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

WS Student Project Associate

REV: MAY 2015
CLASS CODE: 00055
FLSA: NON-EXEMPT
PAY GRADE:
\$10.00 – \$25.00

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:

- Assists with implementation of activities relating to a specific program or department that require the application of technical or complex subject matter knowledge.
- Provides specialized computer support that requires highly complex computer knowledge and skills.
- Conducts counseling, analysis of data, editing manuscripts for publication, preparation of material for dissemination and/or application of budgeting and account procedures.
- Performs 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:

EXPERIENCE

Required: Previous experience in a similar position.
Preferred:

LICENSE/ CERTIFICATION

None.

EQUIPMENT

Required: Knowledge of personal computer, word processing, spreadsheet, and database software or specialized equipment based on assignment. Standard office machines.

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, and organizational 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.

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

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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.