

# THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

## Graduate Student Assistant

**REV:**  
**CLASS CODE:** 10039  
**FLSA:** NON-EXEMPT  
**PAY GRADE:**  
\$12.00 – \$20.00

### SUMMARY

**Function/Scope:** Provides assistance in specialized tasks in support of a unit or department. Duties may involve completing assigned projects requiring decision-making, based on advanced coursework/prior degree and the ability to work with minimal supervision.

### DUTIES

**Typical:**

Based on the specific assignment the duties may include:

- Provides support to faculty and staff and performs duties as assigned.
- Assists with special projects, assigned office tasks, preparation of publications and/or newsletters, and planning and execution of events.
- 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 support that requires 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 graduate student; actively enrolled in a master's degree granting program.  
**Preferred:** Course work related to the area of assignment.

### EXPERIENCE

**Required:** None.  
**Preferred:** Previous experience in a similar position.

### 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.

This position is security sensitive. Applicants under final consideration are subject to a general and criminal background check in accordance with Texas Education Code, Section 51.215 and Texas Government Code, Section 411.083.

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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.

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