

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

WS Student Assistant

REV: MAY 2022
CLASS CODE: 10054
FLSA: NON-EXEMPT
PAY GRADE:
\$12.00 – \$17.00

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.

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

WS Student Assistant

REV: MAY 2022
CLASS CODE: 10054
FLSA: NON-EXEMPT
PAY GRADE:
\$12.00 – \$17.00

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.

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.