

The University of Tulsa
Guidelines for Student Employment Position Classification

Overview: Student employees provide clerical, administrative and technical support services in administrative and academic offices, and assist those offices in the completion of their assigned objectives. The University of Tulsa recognizes that, while student employment is intended to supplement and enhance academic and student experiences, employment is not the main reason that the student is at The University of Tulsa. Therefore, student employment responsibilities must assume a secondary and subservient role to the students' academic and student-related responsibilities. These guidelines will assist supervisors in identifying the proper classification levels that are assigned to student employment positions at The University of Tulsa.

Levels and Guidelines:

Level I:

Provides general clerical and/or technical support for offices and laboratories. Duties are straightforward and require minimum independent judgment and/or deviation from prescribed procedures. Applies standards to the tasks at hand. **Examples:** Files, prepares photocopies, picks up and drops off mail, answers phone. Distributes mail based on named department or addressee. Processes the check-out and return of books or equipment. Enters information on forms, logs or databases by typewriter or computer. Posts flyers on campus. Monitors the flow of incoming and outgoing guests and visitors. May function as a receptionist by providing information that is standard and readily available. Routinely uses computer applications in performing job (word processing, spread sheets, graphics, and databases).

Level II

Performs functions that require some working experience in the function to which assigned. May organize working procedures for own desk or worksite. Requires knowledge of the policies and procedures of the office to which assigned. Uses own judgment in choosing proper procedure or providing correct information. Decision-making is limited to choices from easily-discerned alternative. **Examples:** Opens and distributes mail based on content of correspondence. Maintains non-complex accounting records or logs. Keeps track of purchases, invoices and related matters. Keeps track of borrowed equipment. Assists with sports by performing various game-related activities that require knowledge and experience with the particular sport. Maintains and updates databases of information. May perform cashiering duties. Maintains and cleans computers, installs printer paper and ribbons, prints special jobs by labels; and clears jammed printers. Distributes reroutes and meters mail with some knowledge of postal regulations. Assists with the maintenance of ceramics lab by mixing clay and loading/unloading kilns.

Level III

Performs and/or drafts projects from beginning to end that require significant knowledge, and/or experience in the subject matter. Frequently applies own creativity, procedures with general supervision, and judgment to tasks at hand. Provides substantial assistance in the planning of major events by completing one or more components of the events. **Examples:** Edits and maintains Web pages based on knowledge of the functions and objectives of the office. Solicits donations and markets events as a phonathon caller (requires public relations skills, and a thorough knowledge of the college and the purpose of the particular marketing campaign). Mixes chemicals and prepares laboratory experiments, requiring a knowledge of the relevant scientific discipline and safety regulations. Prepares and files art history slides, requiring some judgment and knowledge of the subject matter. Works with instructors/professors to set up and operate audio-visual equipment in classrooms or laboratories; calls upon a technical knowledge of audio-visual equipment and its purposes and capabilities. May perform minor maintenance or repairs of equipment. Conducts tours of the college, using familiarity of the college's traditions, goals and objectives. Tutors students for specific classes. Grades papers under the supervision of instructors and faculty. Monitors computer labs and assists students with computer applications.

Level IV

With limited direct supervision, calls upon significant knowledge and experience to plan, organize, and execute complete projects and events. Coordinates the efforts of groups of people to achieve goals and ends. Uses independent judgment and analytical/cognitive ability to summarize information and recommend courses of action. **Examples:** In planning a departmental event, arranges for meeting rooms, refreshments, advertisements, and participant's travel. Designs and prepares complete web pages based upon own computer and graphics skills, and upon knowledge of the functions and objectives of the office. Attends staff meetings and takes selective notes based upon subject matter knowledge. Coordinates and administers a student tutoring program; matches assignments of students and tutors based on familiarity with course subject matter and tutors' skills. Works in Community Service.

Level V

With minimum direct supervision, calls upon significant knowledge and experience in working in a technical area or a highly skilled administrative area. Decisions are made from general guidelines and instructions are original in nature. Expected to anticipate and identify problems and to reason out appropriate response or action. **Examples:** include but are not limited to: research assistant, laboratory assistants, engineering project assistants, legal research, computer systems programming, and areas where certification or a license is required.