Student Employee Job Code Specifications

LEVEL I – Student Clerk (9190)

$8.25/hour to $9.50/hour

Job Summary:
The (Department Name) is currently seeking a (working title) to join their team of professionals. This is a non-customer facing position. Duties to include:

- Basic data entry
- Filing papers
- Making copies
- Running errands
- Attend FIU Service Excellence training.
- Complete Microsoft Word & Outlook trainings.
- Acquire basic PantherSoft training.

Minimum Qualifications:
- Customer service knowledge
- None to basic level of Microsoft Word.
- Ability to take direction and work independently as needed.
- Ability to maintain confidentiality when dealing with highly sensitive information.

LEVEL II – Student Office Assistant (9194)

$9.00/hour to $10.50/hour

Job Summary:
The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties to include:

- Front desk coverage
- Answering phones
- Data entry
- Supporting office staff
- Complete Microsoft Excel training.
- PantherSoft transactions.

Minimum Qualifications:
- Requires prior completion of FIU Service Excellence training or completion within first 30 days.
- Customer service knowledge
- Ability to work in a team setting.
- Basic level of Microsoft Word.
- None to basic Microsoft Excel.
- Ability to take direction and work independently as needed.
- Ability to maintain confidentiality when dealing with highly sensitive information.
LEVEL III – Student Program Assistant (9195)

$10.00/hour to $12.50/hour

Job Summary:
The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties to include:
- At least 2 semesters of FIU work experience.
- Support projects appropriate to the department functions.
- Assist with planning, development, and implementing department projects.
- Assist with presentations and workshops at the instructions of the Program Manager.
- Assist with monthly reports for the department projects.
- Work with relevant specialized software programs.
- Complete PowerPoint training.

Minimum Qualifications:
- Requires prior completion of FIU Service Excellence training or completion within first 30 days.
- Ability to work in a team setting.
- Intermediate level of Microsoft Word and Excel.
- Knowledge of PC operations and specialized software.
- Ability to take direction and work independently as needed.
- Ability to maintain confidentiality when dealing with highly sensitive information.

LEVEL IV – Student Intern (9196)

$12.00/hour to $15.50/hour

Job Summary:
The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties to include:
- Assist in the coordination of departmental functions.
- Maintain departmental program systems and reports.
- Assist with troubleshooting system issues.
- Assist with developing and implementing program projects.
- Assist with program policies.

Minimum Qualifications:
- At least 3 semesters of FIU work experience with satisfactory or higher from prior student appointment.
- Requires a letter of recommendation from one prior supervisor.
- Requires prior completion of FIU Service Excellence training or completion within first 30 days.
- Ability to work in a team setting.
- Advanced proficiency of Microsoft Office Suites.
- Ability to take direction and work independently as needed.
- Ability to maintain confidentiality when dealing with highly sensitive information.
- Knowledge of PC operations and specialized software programs, such as PantherSoft and Salesforce.
- Ability to communicate clearly and concisely, verbally, and in writing.
- Possess a high sense of responsibility and customer service skills.
- Ability to solve problems independently.
- Organizational and time-management skills.

**LEVEL V – Student Apprentice (9197)**

$12.00/hour to $15.50/hour

**Job Summary:**
The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties to include:
- Assist in the coordination of departmental functions.
- Maintain departmental program systems and reports.
- Assist with troubleshooting system issues.
- Assist with developing and implementing program projects.
- Assist with program policies.

**Minimum Qualifications:**
- At least 3 semesters of FIU work experience with satisfactory or higher from prior student appointment.
- Requires a letter of recommendation from one prior supervisor.
- Requires prior completion of FIU Service Excellence training or completion within first 30 days.
- Ability to work in a team setting.
- Advanced proficiency of Microsoft Office Suites.
- Ability to take direction and work independently as needed.
- Ability to maintain confidentiality when dealing with highly sensitive information.
- Knowledge of PC operations and specialized software programs.
- Ability to communicate clearly and concisely, verbally, and in writing.
- Possess a high sense of responsibility and customer service skills.
- Ability to solve problems independently.
- Organizational and time-management skills.

**Student Learning/Course Assistant (9193)**

$1000.00 to $3200.00 total gross per semester (paid in biweekly increments)

**Job Summary:**
The (Department Name) is currently seeking a (working title) to join their team of professionals. Learning/Course Assistants are assigned to labs or classes to work with students alongside the primary instructor. Duties to include:
- Provide Problem Review Sessions for students on course material.
• Provide tutoring in subject course work.
• Assist instructors in proctoring exams.
• Assist instructors in grading quizzes and tests.
• Assist instructors by providing additional office hours to help students with any questions or problems.
• Assist instructors in facilitating the learning of the difficult course material to students.
• Must meet weekly with the instructor to plan and prepare course content and instructional design. Expected to use student-centered teaching techniques and so have to learn what those are and how they can be used most effectively in their particular discipline.
• Must prepare on their own outside of instructor meeting time.
• Must participate in peer and self-assessment by observing and providing informal feedback to their peers. This is intended to have students recognize the importance of reflective practice. The self-assessment occur with reflective writings and interviews with faculty and graduate students.

Minimum Qualifications:
• Requires prior completion of FIU Service Excellence training or completion within first 30 days.
• Knowledge of classroom subject.
• Customer service knowledge
• Basic level of Microsoft Office Suites.
• Ability to work independently as needed
• Ability to provide direction to students.
• Ability to maintain confidentiality when dealing with highly sensitive information.