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 or related experience outside the University.
- 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 or related experience outside the University 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)

$15.00/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 or related experience outside the University 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.

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.