

Student Assistant Classification and Compensation Program

A. Characteristics of Student Employment

- Student Assistants normally work less than fifty percent, except for quarter breaks or during the Summer, during which time the student may work up to full-time.
- Student Assistants' terms and conditions of employment are governed by Personnel Policies for Staff Members (PPSM) and are designated as Professional and Support Staff (PSS) under PPSM.
- Student Assistant positions are reserved for registered undergraduate and graduate students of the University of California, Santa Cruz.
- The appointment is temporary.
- Working hours are irregular.
- Work is secondary to the student's academic and student life.
- Work schedules are flexible enough to support the academic program of the student.
- As distinguished from regular staff positions, Student Assistant positions have less complex responsibilities, require less skills, knowledge and experience and training; are absent continuing responsibility and or ongoing accountability for the work performed. Incumbents work less independently and exercise judgment less often.

B. Student Assistant Classification Series

Series Concept

Positions in the Student Assistant Series are assigned duties in a variety of positions ranging from routine to advanced and/or specialized, which usually require the use of manual, clerical, advising, public contact, and/or analytical skills. The series consists of three levels with the distinctions between levels based on the relative degree of difficulty inherent in duties performed.

Assistant II (includes former Assistant I)

Positions at this level are assigned a variety of duties under either close supervision or under supervision ranging from unskilled to semi-skilled duties. Duties are generally repetitive clerical and/or manual tasks.

Positions involving unskilled or semi-skilled duties range from requiring no prior experience and minimal training to requiring some experience and minimal training (*which may also include responsibility for safety of people or equipment, sole responsibility for security of the facility*); and/or a basic skill set, e.g., word-processing, data entry, filing, recordkeeping, reception, food preparation, cashiering, custodial, maintenance.

Examples of campus positions at this level are:

Cashier	Laboratory Helper/Aide
Clerical/Administrative Assistant II	Library (Book) Cleaning Assistant
Coffee Shop Worker	Library Stacks Assistant
College Work Crew	Mailroom Clerk
Cook	Maintenance/Grounds/Custodial Assistant II
Dishwasher	Storekeeper
Facilities Assistant II	Usher
Kiosk Attendant	

Assistant III

Positions at this level are assigned a variety of skilled duties under supervision, exercises independent judgment for performing the duties (*which may include responsibility of work leader, for safety of people or equipment, sole responsibility of security of the facility*); some previous experience and requirements for either a moderate or more advanced level of knowledge of the academic field or the type of work, specialized skills, e.g., data base management skills, advanced word-processing skills, advanced laboratory assistant skills; and/or language requirements; and/or license/certification requirements. Positions at this level typically include responsibility for performance of a sequence of interrelated tasks and some routine problem solving. Examples of campus positions at this level are:

Academic Survey Assistant	Graphics/Publications Assistant
Artist	Laboratory Assistant
Arts Assistant	Library Stacks Work Leader
Arts Publicity Aide	Library/Reference Data Base Stack Assistant
Assistant to the Blind	Lifeguard
Child Care Worker	Maintenance/Grounds/Custodial/ Assistant III
Clerical/Administrative Assistant III	Orchestra Assistant
College Peer Advisor	Photographer
College Student Assistant	Recreation Assistant
Computer Instructional Assistant	Referee
Dance Accompanist	Research Aide
EOP Program Advisor	Video/Production Assistant
Facilities Assistant III	Writer/Editor

Assistant IV

Positions at this level are assigned a variety of complex duties under direction, ranging in complexity and scope and may require advanced to extensive training, academic coursework or experience, and/or specialized skills and knowledge applied independently to a highly complex device or organization and/or *which may include responsibility of work leader, for safety of people or equipment, sole responsibility of security of the facility*. Examples of campus positions at this level are:

Academic/Administrative Researcher	Microcomputer Technician
Audio/Video Electronics Assistant	Musician
Computing Consultant	Navigator/Boat Operator
Computer Research Assistant	Research Assistant
Diver	Software Programmer
Drafting Assistant	WWW Assistant
Graphic Designer	WWW Site Designer
Library Circulation Desk Work Leader	