



*Classification Specification for Students*  
**Developed for Equal Opportunity**

**OSU TITLE CODE (FLSA STATUS):** 7968 (NON-EXEMPT)

**CLASSIFICATION TITLE (PAY RANGE):** STUDENT ASSISTANT (01)

**Function/Duties:**

Provides assistance in one or more of the following specialized areas: Administration, Instruction, Medicine, Service, Systems, and Research; performs a variety of duties ranging from routine to advanced and/or specialized tasks.

**Administrative:**

Maintains files and/or shelves books; sorts and distributes mail; assembles mass mailings; copies, collates and/or staples material(s); performs data entry and prepares data for analysis; prepares graphs and charts; performs reception duties; answers inquiries and provides customer service; checks and verifies orders and receipts; prepares books and periodicals for binding; performs catalog operations; writes and edits articles.

**Instructional:**

Checks written material against approved copy; edits written material for accurate composition and organization; creates lettering, charting, blue prints, or free-hand art of technical illustrations; translates abstracts or brief written material from foreign language to English or visa versa; teaches individuals in specific subject matter at private sessions; provides assistance in support of academic programs; assists faculty with records, equipment and materials.

**Medical:**

Prepares and/or dispenses medical supplies; performs responsibilities appropriate to the established patient care service; performs work related to the courses taken in a specific academic program; performs other appropriate routine medical duties in a hospital or clinic; performs appropriate medical duties in an athletic setting such as traveling with a team, providing care to injured players and performing CPR as needed.

**Research:**

Arranges, cleans, and/or maintains research or lab equipment; feeds and cares for lab animals; designs, repairs, and/or tests research or lab equipment; provides assistance in performing tests or investigations using research equipment; cleans animal cages and lab equipment; performs other assistance in support of a research program.

**Customer/Facility Services:**

Plans and supervises social or recreational programs, officiates intramural programs; assists instructors in teaching and demonstrating the rules and techniques of various sports; takes tickets for admission into athletic events.

*This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.*

Performs security tasks (e.g. inspecting or guarding areas such as swimming pools, etc.) and/or cleans and maintains the assigned area (e.g. cleaning swimming pool or painting yardage lines on fields).

Ships and receives films, tapes, and records, or assists with routine radio and television programming functions; stocks merchandise or supplies, issues and maintains inventory of equipment.

Assists with food preparation; takes orders and serves food, works in dish room or assists with clean-up; verifies, charges and collects payments for food selected.

Performs gardening or other landscape duties, lifts and moves equipment and supplies; performs maintenance duties such as inspections, repairs, paints, refinishes; performs carpentry work.

**Systems:**

Installs, maintains and debugs hardware and/or software; identifies and solves computer problems; assists with the development and maintenance of web-sites, web pages or forms; monitors computer center, lab, or study room; assists with system analysis and programming; documents procedures and programs.

**Supervision Exercised:**

May supervise other student employees.

**Qualifications (including license, if any):**

May require experience operating personal computer and other office equipment; may require an Ohio Driver's license; may require work experience in the respective field; may require certification.

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