

## **Student Worker Position Descriptions**

The System Offices have established six levels of student worker positions, which differ by the type of duties performed, skills needed and demands of the specific job. These descriptions are provided in the interest of internal equity and will be effective only to the extent to which they are consistently applied.

A student worker must be enrolled in an institution of higher learning or other educational institution. Undergraduate and graduate students are eligible for Student Worker/Technician positions. Students attending an A&M System university must be assigned regular Student Worker/Technician titles and title codes. Students attending a non-A&M System university must be assigned non-affiliated titles and title codes.

### **Student Worker I**

#### **Non-Affiliated Student Worker I**

Typical duties include answering and routing phone calls for a small group of employees, opening and routing mail, routine filing, simple typing or data entry, assembling and binding reports, hand-delivering correspondence or reports to other offices, assisting with inventory, etc. Constant supervision is required.