

SALARIED NON-STUDENTS

JOB CODE	TITLE	DESCRIPTION
0012 Salaried	Executive, Administrative, Managerial Requires a <i>Duties & Responsibilities Form</i> (see HR Forms Library)	Include all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Report in this category all holding such titles as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Executive Officer, or Academic Department Heads, or the equivalent if their principal activity is administrative.
0013 Salaried	Other Professional (Support/Service) Requires a <i>Duties & Responsibilities Form</i> (see HR Forms Library)	Include in this category persons employed for the primary purpose of performing academic support, student service and institutional support activities and whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, personnel, counselors, system analysts, coaches, lawyers, and pharmacists.
9004 Salaried	Instructor	Used for Faculty Adjunct appointments. Same job code can also be used for Instructors appointed on line positions.
9180 Salaried	Postdoctoral Scholar – Research	A time limited appointment of an employee holding a doctoral degree. Involves mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a specific career path.
9194 Salaried	Postdoctoral Scholar - Clinical	A time limited appointment of an employee holding a doctoral degree. Involves mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a specific career path. This job code includes individuals that are gaining additional clinical training after completing a residency, or are individuals of greater experience who wish to change clinical specialties.

SALARIED NON-STUDENTS (continued)

9195 Salaried	Postdoctoral Scholar - Instructional	A time limited appointment of an employee holding a doctoral degree. Involves mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a specific career path.
9193 Salaried	Psychological Intern	A time limited appointment of a person in a professional capacity within the Counseling Center. For further detailed information and hiring requirements refer to the Counseling Center website on Psychology Interns (see FIND IT)
9188 Salaried	Medical Resident	An appointment for up to one year by a physician in a residency program within the College of Medicine. For further detailed information and hiring requirements refer to the USF Health website on Medical Residents (see FIND IT).

HOURLY NON-STUDENTS

JOB CODE	TITLE	DESCRIPTION
0014 Hourly	Clerical/Secretarial	Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks, such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.
0015 Hourly	Technical/ Paraprofessional	Include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians-medical, dental, electronic, physical science and similar occupational-activity categories which are institutionally defined as technical assignments. Include persons who perform some duties of a professional or technician in supportive role, which usually requires less formal training and/or experience normally required for professional technical status. Such positions may fall within an identified pattern of staff development and promotion under a "new careers" concept.
0016 Hourly	Skilled Craft	Include all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the field-such experience has typically been acquired through job experience, on-the-job training, apprenticeships, or other formal training programs. Include in this category: mechanics, repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters, and upholsterers.

HOURLY NON-STUDENTS (continued)

JOB CODE	TITLE	DESCRIPTION
0017 Hourly	Service/ Maintenance	Include persons whose assignments require limited degrees of previously acquired skills and knowledge and workers who perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garbage laborers, custodial personnel, gardeners, and grounds keepers, refuse collectors, construction laborers, and security personnel.
0018 Hourly	Other Professional (Support/Service)	Include in this category persons employed for the primary purpose of performing academic support, student service and institutional support activities and whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, personnel, counselors, system analysts, coaches, lawyers, and pharmacists.

STUDENTS

JOB CODE	TITLE	DESCRIPTION
9190 Hourly	Student Assistant	Students working up to 32 hours per week are exempt from FICA (Social Security) deductions if they follow appropriate IRS guidelines. Must be enrolled half time for the semester appointed (6 credits for undergraduate students and 5 credits for graduate students). <i>Foreign National Students must be enrolled full time (12 credits for undergraduate students and 9 credits for graduate students).</i> Exceptions to the half time requirement are granted if (a) the student is in his/her last semester and is enrolled in the number of credit hours needed to complete his/her degree requirement or (b) the student is enrolled in a thesis or dissertation course.
9990 Salaried	Resident Assistant	An appointment of a person in a professional capacity within the department of Housing & Residential Education. Refer to the Housing & Residential Education website for more detailed information and hiring requirements (see FIND IT).

GRADUATE STUDENTS

JOB CODE	TITLE	DESCRIPTION
9181 Salaried	Graduate Research Associate	In general, Graduate Research Associates (9181) are doctoral students or advanced masters-level students with two or more years of research experience. For further detailed information and requirements refer to the <i>Graduate Assistants Policies & Guidelines Handbook</i> (FIND IT).
9182 Salaried	Graduate Research Assistant	In general, Graduate Research Assistants (9182) are masters-level or doctoral-level students in their first two years of study assigned to research duties. For further detailed information and requirements refer to the <i>Graduate Assistants Policies & Guidelines Handbook</i> (FIND IT).
9183 Salaried	Graduate Teaching Associate	In general, Graduate Teaching Associates (9183) are advanced masters-level students or doctoral students who have completed 30 or more graduate credit hours. For further detailed information and requirements refer to the <i>Graduate Assistants Policies & Guidelines Handbook</i> (FIND IT).
9184 Salaried	Graduate Teaching Assistant	In general, Graduate Teaching Assistants (9184) are masters-level or beginning doctoral level students who have completed 18 graduate credit hours and are assigned teaching duties. For further detailed information and requirements refer to the <i>Graduate Assistants Policies & Guidelines Handbook</i> (FIND IT).
9185 Hourly	Graduate Assistant	In general, Graduate Assistants (9185) are masters-level or doctoral-level students in the first year of study who do not qualify for a Graduate Teaching Assistant/Associate, Graduate Instructional Assistant, or a Graduate Research Assistant/Associate position and are not assisting with any teaching or research function. For further detailed information and requirements refer to the <i>Graduate Assistants Policies & Guidelines Handbook</i> (FIND IT).
9550 Salaried	Graduate Instructional Assistant	In general, Graduate Instructional Assistants (9550) are masters-level or doctoral-level students who have not completed 18 graduate credit hours and who will assist with the teaching function. For further detailed information and requirements refer to the <i>Graduate Assistants Policies & Guidelines Handbook</i> (FIND IT).