



JOB CODES AND DESCRIPTIONS FOR TEMPORARY APPOINTMENTS

Non-student hourly and salaried temporary job codes are intended for short-term, time-limited appointments. The working title and corresponding pay should match a current staff or administration job classification.

HOURLY NON-STUDENT EMPLOYEES

JOB CODE	TITLE	DESCRIPTION
0014	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, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks and library clerks who are not recognized as librarians.
0015	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	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.
0017	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	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.



SALARIED NON-STUDENT EMPLOYEES

JOB CODE	TITLE	DESCRIPTION
0012	Executive, Admin, and Managerial	<p>Include all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc.</p> <p>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. This job code is rarely assigned.</p>
0013	Other Professional (Support/Service)	<p>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.</p> <p>Temporary employees performing exempt-level duties or duties consistent with an Administration job classification must be hired into the 0013 Salaried Temporary job classification. However, employees performing 0013 Salaried Temp qualified work, but whose biweekly pay does not meet the FLSA minimum threshold, must be hired as an hourly temporary.</p>
9004	Adjunct Instructor	<p>A time-limited appointment to a faculty job code; typically for the purpose of teaching specific courses. Visit the following websites for and additional information:</p> <ul style="list-style-type: none"> • Office of the Provost - Faculty Policies • USF Health Office of Faculty Affairs
9193	Psychological Intern	<p>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.</p>
9188	Medical Resident	<p>An appointment of a physician in a residency program within the College of Medicine for up to one year. For further detailed information and hiring requirements, refer to the USF Health website on Medical Residents.</p>
POSTDOCTORAL SCHOLARS		
<p>Time-limited appointment of an employee holding a doctoral degree. Postdoctoral employment is an appointment relating to, or engaged in, academic study beyond the level of 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. Visit the Office of Postdoctoral Affairs Website for further information.</p>		
9180	Research	<p>Generally used for individuals gaining additional research training after completion of a doctoral degree.</p>
9194	Clinical	<p>Generally used for individuals gaining additional clinical training after completing a residency or those with greater experience who wish to change clinical specialties.</p>
9195	Instructional	<p>Generally used for individuals gaining additional instructional training after completion of a doctoral degree.</p>



STUDENT EMPLOYEES (HOURLY/SALARIED)

JOB CODE	TITLE	DESCRIPTION
9190	Student Assistant HOURLY	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). Foreign National Students must be enrolled full time (12 credits for undergraduate students and 9 credits for graduate students). Exceptions to the half time requirement are granted if: <ul style="list-style-type: none"> • 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, • The student is enrolled in a thesis or dissertation course.
9190	Federal Work Study HOURLY	An hourly, time-limited appointment of a student who has been awarded FWS financial aid. Federal Work Study Students are paid from Federal Financial Aid funds and may only work until those funds are exhausted. FWS may only work a maximum of 20 hours per week while classes are in session.
9990	Resident Assistant SALARIED	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.

GRADUATE STUDENT EMPLOYEES (HOURLY/SALARIED)

An hourly or salaried appointment of a student enrolled full-time in a master's or doctoral program at USF. Depending on the job code used, duties will include teaching, conducting research, or performing other tasks that contribute to the student's professional development. Appointments must indicate if they are Master's- or Doctoral-level.

Refer to the *Graduate Assistants Policies & Guidelines Handbook*, found on the [Graduate School website](#), for detailed appointment information, restrictions regarding maximum combined hours of all appointments, and minimum salary requirements. We have created a table containing common appointment periods and hours for the GA Minimum Rates Matrix located on the [HR Forms library](#).

HOURLY

JOB CODE	TITLE	DESCRIPTION
9185	Graduate Assistant	Generally used for master's-level or doctoral-level students in the first year of study who do not qualify for a salaried position and are not primarily assisting with a teaching or research function.

SALARIED

JOB CODE	TITLE	DESCRIPTION
9181	Graduate Research Associate	Generally used for doctoral students (or advanced master's-level students with two or more years of research experience) assigned to research duties.
9182	Graduate Research Assistant	Generally used for master's-level (or doctoral-level students in their first two years of study) assigned to research duties.
9183	Graduate Teaching Associate	Generally used for doctoral students (or advanced master's-level students) who have completed 30 or more graduate credit hours and are assigned teaching duties.
9184	Graduate Teaching Assistant	Generally used for master's-level or beginning doctoral-level students who have completed 18 graduate credit hours and are assigned teaching duties.
9550	Graduate Instructional Assistant	Generally used for master's-level or doctoral-level students who have not completed 18 graduate credit hours and who will assist with the teaching function.