ASSISTANT SERIES CLASSIFICATION PLAN

DEFINITION

Positions in the Assistant Series are characterized as follows: (1) the appointment is temporary and may involve irregular working hours; (2) work schedules are flexible enough to support the academic program of the student while meeting the needs of the department; and (3) the work ranges from simple, routine and repetitive tasks to complex assignments requiring extensive academic and/or technical training or experience.

Assistant Series positions are designated as casual/restricted and are reserved for registered students and students on PELP (Planned Educational Leave Program). Positions of a similar nature or positions originally announced with an Assistant Series title but filled, with the approval of Student Employment, by students from other educational institutions will be reassigned to the Special Student Assistant classification, Title Code 4923, 4924, and 4925. These titles are limited term appointments and are subject to the 1,000 hour in a twelve (12) month rolling period restriction.

The Assistant Series consists of three levels with the distinction between levels based on the relative degree of difficulty inherent in the manual, clerical, advising, public contact, technical, and/or research-related duties performed. Most positions fall into the STDT 2-4 levels, with the STDT 4 level reserved for highly responsible positions requiring extensive training and specialized knowledge or experience. Within the 2's and 3's of the series, pay differentials are assigned in certain special circumstances. Refer to PPSM 3 (Types of Appointment), Exhibit B (Student Employee Pay Plan) for explanation of differentials. *The department is responsible for parity among classification levels and employees and assuring that the job functions and job requirements support the classification level.*

STDT 2 (TITLE CODE 4921)

The Assistant II level is used for positions that require commonly available abilities or do not require extensive training and experience. Positions that contribute to the disciplinary training of the student and/or require skills developed through a series of undergraduate courses in the student's field of study be appropriately classified at this level.

Typical kinds of work at this level include: general clerical work requiring typing utilizing computer software programs, basic recordkeeping, filing, reception, receptionist phone and drop in; key entry in data base programs; manual labor involving light maintenance and repair; custodial tasks; food service & routine preparation; laboratory setup and supply maintenance, preparation of simple media and reagents, and preparation of specimens; basic storekeeping; security and crowd control; performance of routine animal husbandry duties, observation of animal physical appearances and behavior, and administration of animal health care tasks under close technical supervision; and routine library searches in support of departmental research.

Examples of positions classified at the STDT 2 level are:

Animal care worker	Mailroom assistant	Building security patrol
Receptionist	Assistant cashier/sales clerk	Crowd control parking enforcement
Cook	Repair/maintenance worker	Farm worker/manual laborer
General office assistant	Stage helper	Food service worker
Grounds assistant	Tour guide	Kiosk attendant
Laboratory worker	Library assistant	lifeguard

STDT 3 (TITLE CODE 4920)

The Assistant III level is used for positions that require specialized knowledge and independent judgment in performing duties that support academic research projects, student activities, and advising programs, including sophisticated research/analytical functions. Positions that require skills usually acquired through specialized upper division coursework or rudimentary graduate level training are appropriately classified at this level.

Duties at this level may include: laboratory work requiring a moderate level of scientific knowledge gained through academic coursework; technical duties requiring specialized skills; recreational instructional support; peer advising and peer counseling; direction of student-managed activities or programs; operation of automotive equipment requiring specialized licenses; library assistance requiring specialized library skills, including complex bibliographic checking using advanced techniques; analytical studies of limited scope and depth; and similar assignments requiring judgment and specialized knowledge. Clerical/administrative positions classified at this level require knowledge of basic accounting, office management and specialized computer programs e.g. WORD, EXCEL, HTML, ACCESS etc., encompass a variety of assignments involving independent decision making, and require considerable knowledge of various policies and procedures e.g. travel, purchasing, accounting etc.

Examples of positions classified at the STDT 3 level are:

Advanced animal care	Publicity aide	Advanced bibliographic searcher
Instructional aide	Data assistant	Research aide
Illustrator/artist	Student activity manager	Laboratory technician
Student program coordinator	Peer advisor	Survey assistant
Mechanical equipment operator	Translator	Musical accompanist
Web page design	Writer/editor	

STDT 4 (TITLE CODE 4919)

The STDT 4 level is used for positions that require extensive training generally obtained through advanced level training or academic coursework, in the performance of a variety of complex or specialized assignments working with minimal direction. The work is normally within the student's course of study at the upper division or graduate coursework level. Under general or job-related specific supervision, completes highly complex assignments requiring specialized knowledge and previous experience.

Duties at this level may include:
- Performance of a variety of complex laboratory or field experimental procedures in support of academically minimally supervised research in the natural, physical or social sciences;
- Direct the work of others, consult with others, both on and off campus, and may be responsible for the project/assignment from conception through implementation and evaluation.
- Provision of advanced computer troubleshooting services; programming of scientific and/or administrative problems for solution by computer; and other such highly specialized duties.

Examples of positions classified at this level are:

Advanced research aide	Advanced computer technicians	Computer programmer
Engineer aide	Research analyst	Veterinary student assistant

Non-Academic Appointments (STDT 4)

Graduate Students performing work with the higher-level non-academic responsibilities outlined below are eligible for a higher STDT 4 pay range. The responsibilities cannot include any research or teaching. The STDT 4 level is used for positions that require extensive training generally obtained through advanced level training or academic coursework, in the performance of a variety of complex or specialized assignments working with minimal direction. Under general or job-related specific supervision, the individual completes highly complex assignments requiring specialized knowledge and previous experience.

$26 - $30 Payroll Range
Duties at this level may include:
- Support development and delivery of professional development programming/events
- Propose, design, execute projects in consultation with department staff
- Support graduate diversity initiatives
- Consult and receive input regarding DEI initiatives from peers
- Support workshop & events
- Communicate broadly with student groups and staff both in person and written communications
- Website and electronic lists update/maintenance

$28 - $32 Payroll Range
Duties at this level may include:
- Advanced undergraduate academic advising; reviews academic and program progress
- Advise on research lab/group topics and prepare scholars to present at annual research conferences
- Leads/facilitates in the development and delivery of professional development programming
- Assist in submitting research related materials
- Proofread presentations/papers
- Assists students with writing and graduate school applications
- Consult with students regarding academic and personal life challenges

$30- $34 Payroll Range
Duties at this level may include:
- Provides campus-wide outreach, programming, advocacy, and resources for graduate students.
- Develop and organize workshops for PhD and Postdocs
- Plan symposiums in collaboration with UC partners
- Implement, design and analyze survey evaluations
- Provide virtual and in-person support for career fairs, information sessions and other events
- Collaborate with units on campus

Eligibility and Restrictions
- Must be full-time enrolled UC Davis graduate students.
- Student employment is limited to 50% time during the academic quarter in any combination of employment.
- On a case-by-case basis students may work up to a maximum of 75% during the academic quarter with an exception that must be submitted to Graduate Studies for review and approval.
- Students may work more than half time between quarters (including summer) without an exception.
- Must provide evidence of employment eligibility (US Citizen, lawful Permanent Resident, eligible Visa status (J1, F1), Deferred Action for Childhood Arrivals (DACA))
- Tuition & fee remission is not a benefit of the Student IV position.

Departments wishing to hire graduate students in these higher-level non-academic positions need to post the position on Handshake for approval from Student Employment before hiring the individual in the position.