

Job Family	Job Profiles for Job Family	Job Code	Exempt	Pay Rate Type	FLSA Salary Min Applies?	Job Description
<b>Non-Employee Student Roles</b>	<b><i>For job profiles representing work that does not constitute an employer-employee relationship per FLSA and/or CPSL (Chgo Paid Sick Leave).</i></b>					
	Law Clinic Assistant	731902	Y	Salary	N	Extracurricular activity in a law clinic
	Council on Advanced Studies Workshop Coordinator (inactive as of 8/21/17)	731901	Y	Salary	N	Mentored by workshop faculty sponsors, sets direction of workshop and plans year's activities. May involve strategizing about making invitations to UChicago faculty and faculty at other universities to speak at workshop; involves working with PhD students to curate each quarter's calendar with student presentations. May facilitate discussion or work with another student to serve as meeting facilitator. Ensures that administrative logistics of workshop are taken care of, either by performing tasks themselves or building a workshop community that shares these responsibilities.
	Research Asst A (exempt)	731899	Y	Salary	N	Undergraduate or graduate student performing work with a faculty member's research, under the supervision of a member of the faculty in a research environment provided by the institution under a grant or contract, which is directly related to the student's academic program.
	Research Asst B (exempt) Tuition Rem	731900	Y	Salary	N	Performs work with a faculty member's research, under the supervision of a member of the faculty in a research environment provided by the institution under a grant or contract, which is directly related to the student's academic program and advanced degree progression. Also receives tuition remission, except in a quarter when student is unregistered (usually summer). FAS manual requires use of 1801 with 731900, exclusively.
	Resident House Head (students)	754000	Y	Salary	N	Lives in campus housing and provides assistance to residents, as needed. Good judgment and an ability to work independently are required for this position.
	Resident Assistant (students)	754100	Y	Salary	N	Resident Assistants assist the Resident Heads in helping to develop House communities that are supportive of the educational mission of the University. Resident Assistants perform the following duties: serve as an informal counselor to residents in academic or personal matters, provide a variety of activities - social, cultural, recreational and educational - for residents, serve as administrators of University policy and procedure, serve as advisors to House Councils, disciplinarians, and as sources of information about the University, the Hyde Park community, and the city of Chicago.
	Instructor	794202	Y	Salary	N	Instructor for a course. Responsible for leading the class, including developing and executing curriculum. Evaluates students in the course, provide students coaching and feedback.
	Instructional Grader	794201	Y	Salary	N	Grader who is also involved in tutoring and/or instruction.

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	Language Assistant	720002	Y	Salary	N	Language Assistants may lead group and/or private conversation drills, check and grade assignments, plan cultural programming, plan/organize field trips and assist the Lecturer with class preparation.
	Lecturer	X07536	Y	Salary	N	Teach stand alone courses. Teacher of record with Faculty supervision. Plan and prepare course syllabus, grade and comment on assignments, record and report grades, maintain office hours to provide feedback to the students and place book orders. May need to attend teaching workshop and all weekly/quarterly staff meetings.
	Preceptor	721500	Y	Salary	N	Lead Thesis Seminar/Proposal Workshop. Guide/Coach students on managing a major research project. Guide/Coach students on identifying and approaching a suitable thesis advisor. Guide/Coach students on how to devise, research, and write their Thesis. Hold weekly office hours. Read and review the proposal and thesis drafts and may assist in grading. Attend weekly meetings with faculty, program administrators and other Preceptors. May assist students in course selections. May serve as a teaching assistant.
	Teaching Assistant	720003	Y	Salary	N	Student who assists the faculty member with teaching the course(s). The student is required to attend the class meetings, read all assigned materials, hold office hours with students enrolled in the course, review and comment on assignments and recommend grades; may lead class discussions, present one or two lectures per quarter, set up equipment, and manage reserved readings.
	Teaching Intern	720004	Y	Salary	N	Assist faculty member with course. Attend ALL classes. Read ALL materials assigned. Attend ALL weekly staff meetings. Teach one or two classes per quarter. Learn how to grade papers and exams. Meet with assigned faculty to discuss progress of the class.
	Teaching Lab Assistant	720001	Y	Salary	N	Attend all lectures. Assist with instruction in the lab. Assist with grading reports, quizzes and exams. Proctor exams. Maintain office hours. Hold review sessions on laboratory material. Attend weekly TA meetings.
	Writing Intern	720006	Y	Salary	N	Graduate student who assists the faculty member with teaching in Humanities Common Core courses by providing specialized writing instruction. The student is required to attend the class meetings, read all assigned materials, teach writing workshops, review and comment on assignments, and recommend grades.

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	Writing Lector	720007	Y	Salary	N	Prepare weekly seminar for small group. Lead discussions. Prepare written feedback on student papers using the method specified by the Course Instructor. Report grades to the Course Instructor. Meet with the Course Instructor as required.
	CCT Fellow	720008	Y	Salary	N	The Chicago Center for Teaching (CCT) Fellows are a cadre of graduate students with a demonstrated commitment to teaching who act as peer mentors to their fellow students on issues related to teaching and pedagogy. Among other activities, Fellows lead teaching development workshops for graduate students at the CCT; conduct teaching observations and provide feedback to TAs and graduate instructors in the classroom; and develop programs and resources to create communities of practice around teaching in their home departments.
Student Admissions						
	Grad Admissions Assistant	365400	N	Hourly	N/A	Welcome visitors, answer phones and email, data entry, speak with prospective graduate students and assist with projects. Assistants will also conduct regular campus tours for prospective and admitted graduate students.
	Graduate Admissions Fellow	365500	N	Hourly	N/A	Assist with high-level outreach work, including on-campus programming and outreach to prospective students; may manage campus visits and related duties or may manage communications and related duties.
	Undergrad Tour Guide	365300	N	Hourly	N/A	Conducts regular campus tours for prospective and admitted undergraduate students and their families.
Student Clerical						
	Cler-Libr Asst I Student	338700	N	Hourly	N/A	Performs routine searches, edits/corrects bibliographic and/or holdings data, maintains files and databases, cataloging, updating records, clerical duties, and performs other duties as assigned.
	Cler-Libr Asst II Student	338800	N	Hourly	N/A	Works closely with the Digitization Manager to prepare items for digitization. Supports ongoing initiatives.
	Cler-Libr Asst III Student	338900	N	Hourly	N/A	Arranges and describes manuscript and archival collections in accordance with established Special Collections Research Center and archival guidelines. Research and assistance with other projects.
	Cler-Libr Clk II Student	338500	N	Hourly	N/A	Sorts, shelves, and cares for the physical collection at Regenstein and Crerar Libraries, assists library patrons, checks books in and out of library, provides excellent customer service to patrons of the library.

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	Cler-Libr Clk III Student	338600	N	Hourly	N/A	Updates Illinois request records for interlibrary loans, prepares shipments to other libraries, performs binding preparations for the Head of the East Asian Technical Services and Japanese Bibliographic Assistant and other duties as assigned.
	Cler-Student Office Asst	394000	N	Hourly	N/A	Provide operations and administrative support.
	Note Taker	374000	N	Hourly	N/A	The Note Taker will take and provide prompt and good quality notes from the course to which they are assigned. Notes need to be comprehensive, legible and organized.
	Proofreader/Editor	364000	N	Hourly	N/A	Proofread and/or edit journals, articles, books, etc.
	Student Computing Asst	384000	N	Hourly	N/A	Provide basic computing support, to include network connectivity, troubleshooting hardware/software issues and equipment maintenance
	Student Data Proc Asst	194100	N	Hourly	N/A	Collect, transcribe and process data
Student Education Support						
	Non-Instructional Grader	774000	N	Hourly	N/A	Grading papers or exams. No instruction or teaching is involved.
	Ombudsman (inactive as of 7/1/17)	365299	Y	Salary	Y	Provides mediation between aggrieved parties
	Ombudsman (Non-Exempt)	365301	N	Hourly	N/A	Provides mediation between aggrieved parties, but overall monthly salary will not meet minimum FLSA threshold.
	Orientation Assistant	354000	N	Hourly	N/A	Assist with planning and organizing student orientation i.e. Graduate Student Orientation, O-Week, Student Affairs Orientation, OR a departmental/divisional orientation for incoming GRAD students.
	Educational Program Aide	704000	N	Hourly	N/A	Supports the efforts and operations of the educational programs at Laboratory Schools. Assist students in extended day, summer, and other academic programs with activities and snack in the early childhood program. Monitor and oversee students during these programs. Assist with set up of activities as needed.
	Proctor	764000	N	Hourly	N/A	Monitor/supervise students taking an exam
	Studio Assistant - ARTH	724000	N	Hourly	N/A	Liaison between instructor(s) and other area museums, including the Smart Museum on campus. Research artwork/artists that instructors can use in class as discussion examples. Organize materials needed for class and assist with finding/adding new lesson plans. Organize and lead the instructor orientation. Organizes and attends additional instructor meetings. Organize and maintain Chalk site.
	Studio Assistant - ARTV	734000	N	Hourly	N/A	Prepare class supplies. Prepare readings. Set up AV equipment. Research exhibitions for possible field trips.

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	Studio Assistant - MUSI	714000	N	Hourly	N/A	Maintains software and equipment for Computer Music Studio. Provides instruction as to how to use the software and equipment. Provides access to and oversees the lending of the studio equipment. Provides sound for class performances.
	Academic Counselor	744000	N	Hourly	N/A	Third-year law students serve as Academic Counselors under the direction of the Dean of Students and Associate Director of Student Affairs to provide academic support for their peers. Counselors are available during regular office hours to consult on study skills, to review exams and papers, and to give general academic advice and support. They also coordinate several programs throughout the year for first-year students, offering tips on preparing for class discussions and the Socratic Method, exam preparation, course selection, and other topics as they arise.
	Peer Educator	744001	N	Hourly	N/A	Peer Educators are trained to facilitate small group dialogues and/or workshops on identity and social justice. They play an important role in helping members of the UChicago community understand diversity and engage in challenging conversations in hopes of advancing a more equitable society.
Student Performance & Events						
	Event Assistant	794002	N	Hourly	N/A	Day of event support. Event assistants help with event staffing, which may include set up and tear down, selling tickets, distributing marketing materials related to the event, assembly, set up and testing of audio equipment, clean-up after the event, hosting the event, greeting visitors, closing/locking up the building after use and perform other duties as needed.
	Event Coordinator	794003	Y	Salary	Y	Communicating with clients and scheduling events. Assist in planning and staffing events. This may include meeting with clients, caterers, student groups and off campus clientele. Perform other duties as needed.

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	Student Artistic Performance Related	794001	N	Hourly	N/A	Related to music, instrumental or voice, spoken word, dance, performance art, etc.
Student Physical Education & Athletics						
	Lifeguard	294300	N	Hourly	N/A	An expert swimmer employed to protect swimmers from drowning or other accidents and dangers.
	Student Phys Ed Assistant	294200	N	Hourly	N/A	Coaching, intramural official, swim instructor
Student Research						
	Research Asst D (non-exempt)	731898	N	Hourly	N/A	Data collection and management. Statistical analysis. Preparing materials. May involve maintaining a particular lab and the materials involved. May involve identifying and interviewing research subjects.
Student Service						
	Classroom Steward	784000	N	Hourly	N/A	Put classroom in order each weekday morning before class begins, this includes unlocking classroom doors, turning on lights, returning chairs and tables to their proper locations, checking for problems and assembling an inventory or classroom features.
	Student Food Service Asst	294100	N	Hourly	N/A	General food service work i.e. Reynolds Club, Divinity School Wednesday Lunch Program, Coffee Shop, etc.
	Student General Tech	194000	N	Hourly	N/A	General technical or laboratory project assistance.
	Student Maintenance Asst	294000	N	Hourly	N/A	May include maintenance duties specific to the department. May involve maintaining a lab or cleanroom environment and assisting lab manager with organizing the space, equipment and supplies.
	Student-Community Service	794500	N	Hourly	N/A	HS Tutor or other type of community service work that involves interacting with the community at large
Student Teaching						
	Student Math Tutors	794602	N	Hourly	N/A	Math Tutor preK-8th grade, used for Work Study student if FWS award max has been reached or if FWS term has ended.
	Student Reading Tutors	794601	N	Hourly	N/A	Reading Tutor preK-8th grade, used for Work Study student if FWS award max has been reached or if FWS term has ended.
	Substitute Teacher-Student - (Note: this is used for UC college or grad students who sub at Lab School.)	720010	Y	Salary	N	Instruct Laboratory Schools' students in either academic substitute or coaching capacity. Previous experience working with school aged children preferred.
	Tutors	720005	N	Hourly	N/A	Provide one-on-one assistance and/or small group support to undergraduate students in writing, Chemistry, Economics, Mathematics, Statistics, Computer Science, Physics and Biology. Tutors may help to explain conceptual material, demonstrate how to solve problems, read and analyze rough drafts and help students develop techniques to improve their writing.
Student Work Study						
	Work Study - Community Service	W94500	N	Hourly	N/A	HS Tutor or other type of community service work that involves interacting with the community at large

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	Work Study - Math Tutors	W94602	N	Hourly	N/A	Math Tutor preK-8th grade. For description of tutor, see "Tutor" description
	Work Study - Other (Biweekly)	W94000	N	Hourly	N/A	A Federal Work-Study Student paid Biweekly that does not conform to any other Student Work Study job profile descriptions
	Work Study - Reading Tutors	W94601	N	Hourly	N/A	Reading Tutor preK-8th grade. For description of tutor, see "Tutor" description
	Work Study - Research	W94002	N	Hourly	N/A	Data collection and management. Statistical analysis. Preparing materials. May involve maintaining a particular lab and the materials involved. May involve identifying and interviewing research subjects.

***Inactivate/Delete***

Ed-Related Stdnt Job (Exempt) - 794199

Ed-Related Stdnt Job (Non-Exempt) - 794198

Student Prof Support (BW) - 794098

Student Prof Support (Exempt) - 794099

Stud Performance Related - 794000

Ombudsman (Exempt) - 365299 effective 7/1/17

Research Asst C (Exempt) 731897

Council on Advanced Studies Workshop Coordinator (Exempt) 731901 effective 8/21/17

revised 8/21/2017