

Job Family	Job Profiles for Job Family	Job Code	Exempt	Pay Rate Type	FLSA Salary Min Applies?	Job Description
<b>Exempt Student Roles</b>						
	Law Clinic Assistant	731902	Y	Salary	N	Extracurricular activity in a law clinic.
	NDVS Research Assistant	731900	Y	Salary	N	A non-degree student receiving funding while in a research role. This position is limited to only non-degree seeking students (must be classified as a non-degree student in AIS).
	Non Degree Program - Assistant	720011	Y	Salary	N	Students in assistant roles working with high school students or other participants in non-degree UChicago programs.
	Non Degree Program - Lead	720012	Y	Salary	N	Students in lead roles working with high school students or other participants in non-degree UChicago programs.
	PhD External - Non-Union (Central Use Only)	3PEF00	Y	Salary	N	PhD student receiving primary funding that is external to University funding.
	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.
	Student Teaching Support (STS) Graduate - Non-Union	3STS1G	N	Salary	N/A	Graduate student receiving non-primary funding for an AIS teaching role such as lecturer, preceptor, TA, or instructional grader. <b>This can only be used by Graham or PSOM hiring only Graham or PSOM students.</b>
	Student Teaching Support (STS) Undergraduate	3STS0U	N	Salary	N/A	Undergraduate student in an AIS teaching role such as lecturer, preceptor, TA, or instructional grader.
<b>Student Admissions</b>						
	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.

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	Undergrad Tour Guide	365300	N	Hourly	N/A	Conducts regular campus tours for prospective and admitted undergraduate students and their families.
<b>Student Clerical</b>						
	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.
	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.
<b>Student Education Support</b>						
	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.

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	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.
	Non-Instructional Grader	774000	N	Hourly	N/A	Grading papers or exams. No instruction or teaching is involved.
	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.
	Peer Educator	744001	N	Hourly	N/A	Peer Educators are trained to facilitate small group dialogues and/or workshops on identity and social justice as well as many other topics.
	Proctor	764000	N	Hourly	N/A	Monitor/supervise students taking an exam.
	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.
	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.
	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.
	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.

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	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. <b>This position applies only to undergraduate and professional students. Masters or PhD students cannot hold this role.</b>
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. <b>Perform other duties as needed.</b>
	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-Union (non-exempt)	731890	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 Asst	194000	N	Hourly	N/A	General assistance may include technical support, logistical support, administrative research, program preparation or laboratory project assistance.

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	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.
<b>Student Work Study</b>						
	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.
	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. <b>This applies only to undergraduate students. Masters or PhD Students must hold the Work-Study - Research Union role.</b>
	Work Study - Research - Union	394002	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. <b>This applies only to Masters and PhD students.</b>
	Work Study - Tutors - Union	Workday to assign #	N	Hourly	N/A	Provide one-on-one assistance and/or small group support to students. 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 or understanding of academic material. This position applies only to masters and PhD students. <b>This position applies only to masters and PhD students.</b>