



**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

# Work-Study Level IV Job Description

Please submit form to the Office of Student Financial Aid.

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Acct Number: \_\_\_\_\_ **\*THE ACCT NUMBER PROVIDED WILL BE USED FOR ANY OVERAGES\***

Reports to (Supervisor Name): \_\_\_\_\_

Basic: Perform entry level duties.

Maximum Hours: 19 hours per week

Hourly Rate: \$ \_\_\_\_\_

Supervised: Minimal supervision. Student is responsible for reviewing work.

General Duties: Student workers at the IV-level perform highly skilled non-standardized work under minimal supervision. The work typically requires para-professional knowledge and may be performed by students who have developed a significant amount of knowledge and experience in a particular field. They typically work as programmer on complex assignments, lab assistants, teaching assistants, and/or web developers. Typically, student workers meet the following qualifications: above requirements and/or direct responsibilities for (a) administering programs; (b) supervising laboratories; and (c) applying federal/state regulations. Lastly, the student workers would be responsible for maintaining/operating certain high technical equipment.

Departmental Duties: Provides support for the Department of \_\_\_\_\_. Duties can include customer service, office support, and running errands on campus as needed.

General Requirements: Highly developed experience is necessary for level IV. An understanding of complex assignment and departmental procedures is required; knowledge of systems expected. Employees must be able to follow verbal and written instructions and train others in departmental duties.

Department Requirements (skills, knowledge, experience, and ability or physical activity):

1. Ability to communicate effectively
2. Customer service skills
3. Basic office skills

Name of Individual Preparing Job Description: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Prepared: \_\_\_\_\_