

## STUDENT HOURLY JOB WORK CODES

- S110 OFFICE WORK:** typing, filing, data entry, word processing, answering phones, greeting clients, photocopying, serving as a telephone operator, etc.
- S111 OFFICE WORK LEAD:** includes scheduling and functional supervision of other student staff.
- S120 ADMINISTRATIVE SUPPORT (faculty):** library searches, photocopying, word processing, data entry, record keeping for class activities and statistical reports, etc.
- S130 ADMINISTRATIVE SUPPORT (office):** analysis of academic records, transcripts, financial reports, statistics, project management, etc.
- S140 ACADEMIC & SCIENTIFIC RESEARCH:** research activities to assist faculty including the use of computerized research techniques, the analysis and synthesis of data, the use of writing skills.
- S150 FOOD SERVICE:** food and beverage preparation and distribution, washing dishes, maintaining kitchen operations and food supplies, assisting with catered events, etc.
- S151 FOOD SERVICE LEAD:** includes food and beverage preparation and providing direction and functional supervision of other student staff.
- S152 FOOD SERVICE MANAGER:** includes food and beverage preparation and coordinating events and supervision of other student staff.
- S153 FOOD SERVICE RETAIL ASSOCIATE:** including stocking goods, cleaning and sanitation of dining area and equipment, food and beverage preparation and distribution, cashiering in compliance with cash handling procedures.
- S154 FOOD SERVICE RETAIL LEAD:** including stocking goods, cleaning and sanitation of dining area and equipment, food and beverage preparation and distribution, cashiering in compliance with cash handling procedures, supervising assigned staff.
- S155 BARTENDER:** including serving beverages according to standard procedure and quantity, set-up and clean-up of bar, following cash handling procedures for payments of beverage items, checking identification of age.
- S156 BARTENDER LEAD:** including serving beverages according to standard procedure and quantity, set-up and clean-up of bar, following cash handling procedures for payments of beverage items, checking identification of age, supervising assigned student staff.
- S157 BARTENDER MANAGER:** including serving beverages according to standard procedure and quantity, set-up and clean-up of bar, following cash handling procedures for payments of beverage items, checking identification of age, supervising assigned student staff, creating packing lists, and assisting with billing and inventory.
- S158 FOOD SERVICE RETAIL MANAGER:** including stocking goods, cleaning and sanitation of dining area and equipment, food and beverage preparation and distribution, cashiering in compliance with cash handling procedures, supervising assigned staff, responsible for opening/closing assigned store(s).
- S160 GENERAL SCIENCE LABORATORY:** work including solution preparation, contact with chemicals, glassware washing, monitoring of test and experiments in a supervised academic research setting, processing artifactual material including washing and cataloguing, cleaning field equipment, etc.
- S170 HEALTH SCIENCES & CLINICAL LABORATORY:** work involving direct patient care, distribution of pharmaceutical products, clinical lab work or specimen (including blood) contact, and the duties of testing, processing, admitting and transporting, etc. associated with direct patient care and clinical lab work.
- S180 ELECTRONICS:** assembly and preparation of research instrumentation assembly of circuit boards, basic design of electronics, ordering and stocking of electronic parts, acting as a troubleshooter for electronic equipment, etc.
- S190 PLANT/LABORATORY ANIMAL CARETAKER ACTIVITIES:** work including watering and feeding, planting seeds and mixing potting media, exercising animals.
- S200 INVENTORY MANAGEMENT:** inventory/storekeeping management in compliance with OSHA standards and universal precaution policies, when applicable, of both sterile and nonsterile products including storekeeping duties, restocking supplies and carts, reprocessing instruments, etc.
- S210 LIBRARY:** shelving books, cataloging, checking materials in and out of library, library reference searches, archival research, etc.

- S220 COMPUTER:** computer programming, network management or design, computing consulting, computer aided design work and the installation, service, and repair of computing equipment.
- S230 FACILITIES MANAGEMENT/SUPERVISORS:** at student support locations such as ITC's, math labs, language media centers, etc., involving the operation of the equipment (computer, AV, etc.) and answering questions regarding the services of the area, maintaining usage records, maintaining a secure environment.
- S235 PERSONNEL MANAGEMENT/SUPERVISORS:** human resources
- S240 WORKING WITH INDIVIDUALS:** including work as an instructor, counselor, interviewer, tour guide, childcare provider, information specialist, tutor, manager, model for art classes, etc.
- S250 GENERAL LABORER/MAINTENANCE:** building, laboratory and grounds maintenance including sweeping, washing dishes, cleaning, grass cutting, snow shoveling and set up crew work.
- S260 LAUNDRY AND HOUSEKEEPING:** laundry production, cleaning, etc.
- S270 SECURITY AND LAW ENFORCEMENT:** safety and security of university property and personnel, etc.
- S271 FIELD SERVICES:** Issue parking citations, direct traffic, assist motorist, operate a motor vehicle.
- S272 PUBLIC SAFETY DISPATCHER:** Under general supervision, provides communications of a public safety nature for university public safety and other departments and also for surrounding law enforcement agencies utilizing multi-frequency radio, teletype, telephone, TDD, and personal contact. Responsible for monitoring university emergency phones, burglar and fire alarm systems. The position requires IOWA/NCIC certification within 6 months, and Iowa Law Enforcement Academy and Emergency Medical Dispatching certification within 12 months.
- S280 DELIVERY/MAIL SERVICES:** courier and/or delivery of mail and other materials and supplies, confidential and otherwise, to areas within the department and the university. Includes sorting and/or opening of mail
- S281 DELIVERY ASSOCIATE:** including assisting in loading, unloading and transportation of goods, equipment and other items.
- S282 DELIVERY LEAD:** including loading, unloading and transportation of goods, equipment and other items, operating a vehicle.
- S283 DELIVERY MANAGER:** including loading, unloading and transportation of goods, equipment and other items, operating a vehicle, training and supervising assigned student staff.
- S290 PARKING OPERATIONS:** parking cars, monitoring meters and issuing citations, cash register work, driving university vehicles, etc.
- S300 CASH MANAGEMENT:** financial activities including accounting, auditing, bookkeeping, cash register work, etc.
- S310 SALES/RETAIL:** general product sales, i.e., books, apparel, etc. Stocking merchandise.
- S320 RECREATIONAL SERVICES:** officiating at intramural events, lifeguard responsibilities, weight room attendant responsibilities, supervisor for recreational facility or program for after hours activities, etc.
- S330 MEDIA/MAKETING/DESIGN/ILLUSTRATION:** work involving graphic design displays & marketing campaigns, photographic & dark room work.
- S340 AUDIO-VISUAL TECHNICIAN:** operation of film projectors, audio-visual and radio equipment, assist in audio-visual productions including audio production and cable TV, etc.
- S350 THEATRE WORK:** sewing costumes, arranging sets, ushering patrons to their seats, etc.
- S360 MUSEUM WORK:** installing exhibits, working with and identifying valuable objects of art, designing invitations and museum publications, photography artworks, collection management, etc.
- S370 WRITING/EDITING:** work including writing, editing and proofing for newspaper, books, marketing, research work, etc.
- S380 MUSICAL:** instrumental and vocal musical activities, including musical theatre/stage productions, UI Opera, etc.
- S390 TELECOMMUNICATIONS/TELEMARKETING:** work as phone receptionist, telemarketer, phone call center, etc.
- S400 TRANSPORTATION:** operating transit vehicles, supervising transit activities, performing light vehicle maintenance, valet parking, etc.

- S500 REC SVCS MARKETING/DESIGN:** assist in the planning, coordinating and implementation of promotional and marketing efforts for Recreational Services.
- S501 REC SVCS MEMBERSHIP:** includes checking members into facilities, answering questions regarding all Recreational Services facilities, and ensuring all registration and membership forms are filled out correctly.
- S502 REC SVCS MAINTENANCE:** maintenance of all Recreational Services facilities, equipment and grounds
- S503 REC SVCS MACBRIDE NATURE RECREATION AREA (MNRA) SECURITY:** safety and security of MNRA property and patrons
- S504 REC SVCS MNRA MAINTENANCE:** maintenance of all MNRA facilities, equipment and grounds
- S505 REC SVCS FACILITY SUPERVISOR:** assist in the day-to-day management of Recreational Services facilities for the benefit and overall safety of the members and university community.
- S506 REC SVCS SPORT PROGRAMS SUPERVISOR:** includes supervising Intramural Sports and administrative work for the benefit of the Intramural Sports participants.
- S507 REC SVCS HAWKEYE RECREATION FIELDS:** operation of the Hawkeye Recreation Fields. Oversee programmed, sports club, and public organization events.
- S508 REC SVCS OUTDOOR RECREATION COMPLEX (ORC) SUPERVISOR:** facilitate outdoor equipment rentals and returns, clean and maintain equipment, respond to customer inquiries and register participants for outdoor programs.
- S509 REC SVCS ORC ATTENDANT:** assist with outdoor equipment rentals, returns as well as clean and maintain equipment.
- S510 REC SVCS SPORT CLUBS:** responsible for providing supervision and administrative duties within the Sport Clubs Program.
- S511 REC SVCS HAWKEYE SOFTBALL COMPLEX:** responsible for operation and maintenance of the Hawkeye Softball Complex
- S512 REC SVCS LIFEGUARD:** responsible for ensuring the safety of all patrons by preventing and responding to emergencies in Recreational Services Pools.
- S513 REC SVCS CLIMBING WALL:** maintain safety of climbing area, check in climbers, supervise the wall, instruct climbing lessons, administer safety checks, risk management control, assist with LLS climbing classes and maintain a safe climbing area.
- S514 REC SVCS ATTENDANT:** responsible for monitoring the weight areas for the safety of patrons, cleaning, and issuing equipment upon request.
- S515 REC SVCS IRP ASSISTANT:** assist in the day-to-day operations of the Iowa Raptor Project by helping to further the mission by engaging with students, volunteers, and the public.
- S516 REC SVCS TENNIS INSTRUCTOR:** instruct tennis lessons for adults and juniors of all ages and skill levels.
- S517 REC SVCS ROWING:** provide rowing instruction or maintenance for the Hawkeye Community Rowing Program
- S518 REC SVCS RAPTOR PROJECT:** Assist with feeding, care and medical management of rehabilitating and exhibit raptors. Conduct educational programs. Assist with facility maintenance, answering phone, computer work, and coordination of volunteer schedules and trainings.
- S519 REC SVCS GROUP EXERCISE INSTRUCTOR:** instruct Group Exercise fitness classes.
- S520 REC SVCS SPECIAL PROGRAM INSTRUCTOR:** instruct Special Program fitness classes.
- S521 REC SVCS MIND/BODY INSTRUCTOR:** instruct Mind and Body fitness classes.
- S522 REC SVCS PERSONAL TRAINER:** responsible for designing and implementing individual workout programs for all fitness levels and ages.
- S523 MNRA INSTRUCTOR (WILDLIFE CAMP & SCHOOL OF THE WILD):** instruct wildlife and environmental education programs.
- S524 REC SVCS HIGH ADVENTURE CHALLENGE COURSE:** lead participants through the High Adventure Challenge Course.
- S525 REC SVCS INTRAMURAL OFFICIAL:** assist in the operation of the Intramural Sports program through officiating at selected Intramural Sports events.
- S526 REC SVCS INTRAMURAL SCOREKEEPER:** assist in the operation of the Intramural Sports program through scorekeeping at selected Intramural Sports events.
- S527 REC SVCS LESSON PROGRAM INSTRUCTOR:** provide lesson program instruction for the Department of Recreational Services Lesson Programs.
- S528 REC SVCS IFLY ASSISTANT SWIM COACH:** provide instruction and coaching for various training groups within the Iowa Flyers Swim Club.
- S529 REC SVCS EQUIPMENT TECHNICIAN:** responsible for the routine care, maintenance, and management of all aquatic computer and electronic equipment.
- S530 REC SVCS SWIM INSTRUCTOR:** provide swimming and water safety instruction to children and adults.

- S531 REC SVCS SWIM INSTRUCTOR AIDE:** provide swimming and assist with water safety instruction to children and adults.
- S532 REC SVCS RISK MANAGEMENT ASSISTANT:** assist in providing education and evaluation of emergency preparedness plan and First Aid, CPR and AED use.
- S600 CAMBUS Transit Coach Operator:** Operates a transit bus and transports passengers in the provision of scheduled fixed-route, special event or paratransit services.
- S601 CAMBUS Dispatcher:** Monitors and maintains the proper operation of all transit services by supervision of the transit operators and responding to service issues and public inquiries.
- S602 CAMBUS Transit Operator Trainer:** Trains all new employees in the operation of transit buses and monitors and evaluates driving performance through in-service evaluations, spot checks, observations and re-training.
- S603 CAMBUS Maintenance Assistant:** Assists the Maintenance Technicians with the maintenance of the transit fleet, responds to in-service vehicle issues and supervises the nightly fueling, cleaning and inspection of the transit buses.
- S604 CAMBUS Scheduling and Administrative Assistant:** Assists the Scheduling Supervisor in the performance and recording of scheduling and special service activities and assists the other supervisors with tasks as needed.
- S605 CAMBUS Dispatch and Bionic Assistant:** Assists the Dispatch and Bionic Supervisor in the operations of the Bionic service by training and evaluating Bionic drivers and by tabulating data and completing operational reports.
- S606 CAMBUS Personnel Supervisor:** Performs human resource and payroll duties including the hiring and orientation of all new employees, performance monitoring and evaluations, supervision and discipline.
- S607 CAMBUS Training Supervisor:** Conducts new driver orientation and oversees training, monitoring and evaluation of driver performance by supervising and directing the activities of the Transit Trainer staff.
- S608 CAMBUS Safety Supervisor:** Monitors and evaluates the performance of the drivers by supervising and directing Transit Trainer staff and investigates and responds to all safety related employee issues, service issues, accidents and incidents.
- S609 CAMBUS Maintenance Assistant Supervisor:** Collaborates with the Maintenance Supervisor and technicians and supervises, trains and evaluates the performance of the Maintenance Assistant staff.
- S610 CAMBUS Scheduling Supervisor:** Oversees the scheduling of all shifts for driving personnel, arranges and schedules special services, records operational data and enforces policies and applies discipline related to attendance.
- S611 CAMBUS Dispatch and Bionic Supervisor:** Schedules and directs all operations and personnel related to the operation of the Bionic service and supervises, trains and evaluates the performance of the Dispatching staff.

Reviewed 03/03/2022