

SSPPS - Propose Appointment Form (Student)

PI/Supervisor Name: _____

Position Title: _____

Assistant 4 4919 by agreement, \$11.00 – \$22.00/hr: Under general supervision, Assistant 4s perform a variety of complex duties in support of academic research projects; perform clerical, manual, advising and/or public contact duties which require the use of specialized skills; and may, in addition, coordinate the work of a group of lower-level assistants.

Assistant 3 4920 by agreement, \$10.52 – \$17.12/hr: Under general supervision, Assistant 3s perform a variety of skilled duties in support of academic research projects, student advising, and contact with the public; perform clerical and manual duties requiring limited use of specialized skills; and may, in addition, coordinate the work of a group of lower-level assistants.

Assistant 2 4921 by agreement, \$10.52 – \$17.12/hr: Under supervision, Assistant 2s perform a variety of clerical and/or manual related duties which are usually semi-skilled in nature and do not require extensive skill, training, or experience.

Position Type: Part Time Work Study Summer

Duration: **Start Date** **End Date**

Approximately Hours Per Week:

Salary Rate: **Index Number:**

Job Description:

(i.e. Proficient in Microsoft Word, Excel, Access, and PowerPoint. Ability to maintain files and data while conforming to confidentiality guidelines. Basic office equipment skills (computer, phones, fax, copier). Strong communication skills to clearly, efficiently and tactfully communicate with a diverse population.)

Qualifications:

(i.e. Administrative duties include typing, answering multiple phone lines, patient registration, filing medical charts, managing supplies and inventory.)

Method of Applying:

(i.e. send resume with job # to email name OR contact NAME at PHONE# or ??)

Exception Hire:

(will need PID #, Student Name, and UCSD email address, justification statement)

How is the supervisor aware of the student's skills?

Does the student have work study?

Is the student currently employed in another UCSD department? Which department?