

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 non sterile 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, child care 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 - REC SVCS MNRA INSTRUCTOR (WILDLIFE CAMP & SCHOOL OF THE WILD):** instruct Recreational Services' 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.

Reviewed 07/16/2020