Student Employment

Notes:

- Hourly-paid employees must submit timesheets for payment.
- "Tuition Waiver Eligible" indicates titles eligible to apply for a Resident Tuition Waiver. See Resident Tuition Entitlement > “Eligibility on the Basis of Student Employment.”
- Teaching Assistants, Assistant Instructors, and some Graduate Research Assistants are also eligible for a Tuition Reduction Benefit.

Student titles:

Academic Assistant (G0065, U0065)

- Hourly pay, Tuition Waiver Eligible
- Duties: instructional assistance to a faculty member or a technical or professional nature. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: state course number and faculty name

Assistant Instructor (G0045)

- Monthly pay, Tuition Waiver Eligible
- Duties: graduate students serving as auxiliary teaching staff and primarily in lower-division areas. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: include course and unique number

Graduate Assistant (G0071)

- Hourly pay, Tuition Waiver Eligible
- Duties: subordinate duties directly related to a course. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: state course number and faculty name

Graduate Research Assistant (G0090)

- Monthly pay, Tuition Waiver Eligible
- Duties: academic research duties directly related to student's own field of study under the supervision of a faculty member, and not related to a course. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: state duties and "supervised by [faculty name]"

Non-Affiliated Student Worker (U0079, W0079)

- Hourly pay
- Duties: non-academic duties only. See also central HR pages for detailed information about student non-academic employment titles.
- Workday remarks: state duties, faculty or office supervising, and which non-UT university/institution attending

Student Assistant (U0074, W0074); Student Associate (U0075, W0075); Senior Student Associate (U0076, W0076)

- Hourly pay
- Duties: non-academic duties only. See also central HR pages for detailed information about student non-academic employment titles.
- Workday remarks: briefly describe duties

Student Technician (U0077, W0077, G0077)

- Hourly pay
- Duties: non-academic duties only. See also central HR pages for detailed information about student non-academic employment titles.
- Workday remarks: briefly describe duties

Teaching Assistant (G0063)

- Monthly pay, Tuition Waiver Eligible
- Duties: adjunct duties to regular classroom instruction and must be supervised by a faculty member. Cannot include regular classroom instructional duties. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: include course and unique number and supervising faculty member name
Tutor (G0064, U0064)

- Hourly pay, Tuition Waiver Eligible
- Duties: tutoring duties supervised by faculty member, either for a course or other group. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: state tutoring duties and faculty name

Undergraduate Assistant (U0070)

- Hourly pay, Tuition Waiver Eligible
- Duties: subordinate duties directly related to a course. See also HOP 9-2040 and central HR pages for detailed information about student academic employment titles
- Workday remarks: state course number and faculty name

Undergraduate Research Assistant (U0095, W0095)

- Hourly pay, Tuition Waiver Eligible
- Duties: academic research duties directly related to student's own field of study under the supervision of a faculty member, and not related to a course. See also HOP 9-2030 and central HR pages for detailed information about student academic employment titles.
- Workday remarks: state duties and name of supervisor

Resources:

- Enrollment Requirements for Student Job Titles (PDF)
- Graduate Student Employment
- International Student and Scholar Services
- Managing Student Employees
- Student Academic Employment
- Student Employment Questions and Answers (central HR)
- Student Employment Resources (central HR)
- Student Non-Academic Employment
- Summary of University Limits on Student Work Hours (PDF)
- Supervisor’s Checklist for Hiring a New Student Employee
- Work-Study Policies
- Workday guidance for student employees
- Workday Student Employment Manual
- Workday student employment training page

Please send suggested additions to this list and notifications about broken links to COE-HR@austin.utexas.edu.