Student Employment

General information

Both undergraduate and graduate student positions fall into two categories - academic and non-academic:

**Academic positions** allow students to perform work for the university that is academic in nature (e.g., research, classroom or laboratory support duties, tutoring). See the Student Academic Employment page for information including eligibility, enrollment requirements, and maximum allowable work hours. See additional information in the Student Employment section of the Handbook of Operating Procedures (HOP).

**Non-academic positions** are diverse and may include a wide variety of duties that are not academic in nature (e.g., clerical, customer service, and technical duties). Non-academic titles may not be used for research related to the student's degree program. See the Student Non-Academic Employment page for information including eligibility, enrollment requirements, and maximum allowable work hours.

- Note: Students who have graduated and are no longer students are not eligible for student non-academic positions, with the following exceptions:
  a) Graduating student employees may remain in their student jobs until the official end of the semester in which they graduate.
  b) Students who graduate at the end of the spring semester and who worked in a student non-academic position or an undergraduate academic position during that semester can remain in the student title until August 31 of the year they graduate. High school students who graduate at the end of the spring semester may be assigned to the Non-Affiliated Student Worker title until August 31 of the year they graduate.

A student who is admitted to UT Austin but does not meet the minimum enrollment requirements without including extension or online course is only eligible for the Non-Affiliated Student Worker title. To count toward the enrollment requirements for that title, the extension or online course must be taken through University Extension.

Notes

See information about specific student job titles in the "Student titles - alphabetical" tab on this page.

For detailed information on graduate student employment, see Graduate School: Student Employment.

**Minimum enrollment requirements**

Click on image below to view minimum enrollment requirements (in semester credit hours) for both undergraduate and graduate academic and non-academic job titles.

Maximum work hours
Click on the image below for a summary of university limits on work hours for student employees.

Student compensation

The rates for student academic titles are established each fiscal year by the Office of the Executive Vice President and Provost. The rates for student non-academic titles are established each fiscal year by Human Resource Services. These rates set a minimum and maximum amount that may be paid for each job title, and departments have discretion to determine a pay rate within the established range. A list of student titles and pay rates may be found on the Student Compensation page.

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.

College of Education policy

Effective September 1, 2020, the salary minimums for doctoral students in COE graduate academic positions are as follows:

- TA: $28,000 nine-month annual rate ($3,111.11 monthly)
- AI: $30,000 nine-month annual rate ($3,333.33 monthly)
- GRA: $40,000 twelve-month annual rate ($3,333.33 monthly)

Benefits

For information about insurance and benefits for student employees, please see the HR: Student Employee Insurance and Benefits.

Note: For benefits-eligible Graduate Academic employment, finalized Workday assignments and final completion of onboarding tasks drive the activation of insurance records in the My UTBenefits portal. This activation can take up to 48 hours as information feeds from Workday to My UTBenefits and over to BCBS/healthcare providers through nightly data feeds.

In-State Tuition Waiver

See Job Titles Qualifying for Entitlement to In-State Tuition PDF. The Graduate School web site has additional information about Resident Tuition Entitlement.

Tuition Reduction Benefit

See the Graduate School web site for eligibility, current rates, and more information about the Tuition Reduction Benefit (TRB).

Student titles - alphabetical

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, Tuition Reduction Benefit 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: (1) provide support to units or faculty members where the students’ roles and responsibilities are a direct application of their academic work. (2) Clerical and other subordinate functions directly related to a class of a technical or professional nature. In certain circumstances, may be used to facilitate short-term, one-time payments for additional jobs. 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, if applicable

Graduate Research Assistant (G0090)

• Monthly pay, Tuition Waiver eligible; some are Tuition Reduction Benefit 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 “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, Tuition Reduction Benefit 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

- Graduate School
  - Graduate Student Employment
  - Guidelines for Summer Employment
  - Summer Exception Request: No Registration Required form (PDF)
- HOP: Student Employment
- HR:
  - Enrollment Requirements for Student Job Titles
  - Managing Student Employees
  - New Student Employee Checklist
  - Student Academic Employment
  - Student Employee Compensation (includes titles and pay rates)
  - Student Employment Questions and Answers
  - Student Employment Resources
  - 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
- International Student and Scholar Services
- Workday:
  - Workday guidance for student employees
  - Workday student employment training page

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