



University of Colorado  
Denver

College of Liberal  
Arts and Sciences

## STUDENT JOB CODE DEFINITIONS

7/11/24

### STUDENT FACULTY (1500 JOB CODE SERIES):

#### TEACHING (must be paid monthly on contract)

**1503 – Graduate Part-Time Instructor (GPTI):** This title is used for enrolled, advanced degree students who hold a master's degree or its equivalent, and who have demonstrated competence in classroom teaching. Generally, GPTIs are given responsibility for a class or classes at the undergraduate level.

**1506 – Graduate Teaching Assistant (Teaching Assistant in HCM):** Enrolled graduate students assisting in classroom or laboratory instructional activities. We have 2 types of TAs in CLAS: TAs who teach a lower-level course under the supervision of a qualification faculty member, and TAs to assist a primary faculty member and/or lead a recitation or lab.

**1508 – Undergraduate Teaching Assistant):** Enrolled upper division undergraduate students assisting in classroom or laboratory instruction, grading examinations or term papers, or otherwise assisting in the department instructional activities.

“Instructional activities” are defined as any combination of lab set-up and preparation, conducting tests and/or experiments, lab/class instruction, course development, grading, etc.

#### GRADER (must be paid hourly)

**1504 – Grader (Reader in HCM):** This title is used to designate enrolled graduate degree students or upper division undergraduate students engaged in positions where the sole purpose is to grade tests, term papers, homework, essays, etc.

#### RESEARCH (must be funded by externally sponsored research or start-up accounts; can be paid hourly or monthly)

**1505 – Graduate Research Assistant (Research Assistant in HCM):** Enrolled graduate students who assist with and are engaged in research activities and are not involved in instruction.

**1507 – Undergraduate Research Assistant):** Enrolled upper division undergraduate students who assist with and are engaged in research activities.

#### ADMINISTRATIVE (must be paid hourly)

**1502 – Graduate Assistant:** Enrolled graduate students who have assignments in the department but are not involved directly in instruction.

### STUDENT ASSISTANTS (4100 JOB CODE SERIES):

**Student Assistant I-VI:** Examples of work performed or positions in this series may include: filing, reception, sorting and routing mail, typing, word processing, clerical/office/staff assistant, data entry operator, computer operator, clerk typist, administrative assistant, computer programmer, web page administration; computer lab monitoring. Refer to the Student Employment Handbook for specific job class descriptions.

#### High/Trade School/Other

**4301 – Non-CU Student:** This job class describes a student from a high school, trade school, non-CU higher education institution, or other school (as defined by each campus) who is working for the University of Colorado.