

## Graduate Research Assistant Job Codes

When determining the appropriate job family/code for the employee, please review all of the Examples in the Right Hand Column prior to making your decision. *Affordable Care Act requirements mandate these employees have an accurate count of hours work. Hours are calculated on an hour for hour basis with weekly expectation outlined between the student and supervisor at the start of the appointment.*

Job Family/Code	Examples of Position/Responsibilities
221001 – General	Computer Programmers Psychology, Sociology and Engineering laboratory employees
221002 - Medical Clinic	Student Health Center Counseling & Disability Services MFT Family HealthCare
221003 – Theatre – Wellness Center	All employees involved in Theatre Production All employees in the Wellness Center
221004 - Farming – Machinery	Farming & Ranching Machinery
221005 - Farming - Non-machinery	Farming & Ranching Non-Machinery
221006 - Veterinary Medical	Medical treatment of animals regardless of setting
221007 - Forest Nursery	Working with plants excluding lawn maintenance & services
221008 – Laboratory	Research testing of samples in a lab setting i.e. CNSE
221009 - Non-Ag Field Work	Environmentalist – water sampling Entomology

## Doctoral Graduate Research Assistant Job Codes (PhD Student)

Job Family/Code	Examples of Position/Responsibilities
221011 – General	Computer Programmers Psychology, Sociology and Engineering laboratory employees
221012 - Medical Clinic	Student Health Center Counseling & Disability Services MFT Family HealthCare
221013 – Theatre – Wellness Center	All employees involved in Theatre Production All employees in the Wellness Center
221014 - Farming – Machinery	Farming & Ranching Machinery
221015 - Farming - Non-machinery	Farming & Ranching Non-Machinery
221016 - Veterinary Medical	Medical treatment of animals regardless of setting
221017 - Forest Nursery	Working with plants excluding lawn maintenance & services
221018 – Laboratory	Research testing of samples in a lab setting i.e. CNSE
221019 - Non-Ag Field Work	Environmentalist – water sampling Entomology

### Graduate Service Assistant Job Codes

When determining the appropriate job family/code for the employee, please review all of the Examples in the Right Hand Column prior to making your decision. *Affordable Care Act requirements mandate these employees have an accurate count of hours work. Hours are calculated on an hour for hour basis with weekly expectation outlined between the student and supervisor at the start of the appointment.* If you need assistance, please contact Elizabeth Thompson, Human Resources, at [Elizabeth.Thompson.1@ndsu.edu](mailto:Elizabeth.Thompson.1@ndsu.edu) or 701-231-5922.

Job Family/Code	Examples of Position/Responsibilities
221501 – Graduate Service Assistant – Office Work	Provides non-academic support in departments such as office assistance, website, writing, planning.
221502 – Graduate Service Assistant – Computer Tech who does lifting of computer equipment	Provides department non-academic support computer technical assistance.
221503 – Graduate Service Assistant – Medical	Works in Student Health Center, Counseling & Disability Services, MFT, or Family HealthCare.
221504 – Graduate Service Assistant – Wellness/Theater	Works in Wellness Center or involved in Theater Production.

### Doctoral Graduate Service Assistant Job Codes (PhD Student)

Job Family/Code	Examples of Position/Responsibilities
221511 – Graduate Service Assistant – Office Work	Provides non-academic support in departments such as office assistance, website, writing, planning.
221512 – Graduate Service Assistant – Computer Tech who does lifting of computer equipment	Provides department non-academic support computer technical assistance.

## Graduate Teaching Assistant Job Codes

When determining the appropriate job family/code for the employee, please review all of the Examples in the Right Hand Column prior to making your decision. *Affordable Care Act requirements mandate these employees have an accurate count of hours work.* #If you need assistance, please contact Elizabeth Thompson, Human Resources, at Elizabeth.Thompson.1@ndsu.edu or 701-231-5922.

Job Family/Code	Examples of Position/Responsibilities
222001 – Graduate Teaching Assistant	Instructor of record for class including preparation, primary instruction responsibilities, grade distribution, office hours. <i>2.67 Multiplier Applies</i>
222002 – Graduate Teaching Assistant – Grader	Provides grading assistance, <b>no direct contact with students.</b> <i>2.67 Multiplier Does Not Apply; Count hours worked.</i>
*222003 – Graduate Teaching Assistant	Provides support to an instructor. Responsibilities include assisting in course preparation, supervising labs, lectures, tutoring, grading, monitoring gradebooks, monitoring discussion boards, etc. <i>2.67 Multiplier Does Not Apply; Count hours worked.</i>
*222004 – Graduate Teaching Assistant	Overnight travel with athletic team. <i>2.67 Multiplier Does Not Apply; Count hours worked. ACA eligible.</i>

## Doctoral Graduate Teaching Assistant Job Codes (PhD Student)

Job Family/Code	Examples of Position/Responsibilities
222011 – Graduate Teaching Assistant	Instructor of record for class including preparation, primary instruction responsibilities, grade distribution, office hours. <i>2.67 Multiplier Applies</i>
222012 – Graduate Teaching Assistant – Grader	Provides grading assistance, <b>no direct contact with students.</b> <i>2.67 Multiplier Does Not Apply; Count hours worked.</i>
*222013 – Graduate Teaching Assistant	Provides support to an instructor. Responsibilities include assisting in course preparation, supervising labs, lectures, tutoring, grading, monitoring gradebooks, monitoring discussion boards, etc. <i>2.67 Multiplier Does Not Apply; Count hours worked.</i>
*222014 – Graduate Teaching Assistant	Overnight travel with athletic team. <i>2.67 Multiplier Does Not Apply; Count hours worked. ACA eligible.</i>

\*New Graduate Teaching Assistant job code.

#222001/222011: *If employee is responsible for teaching a class, developing curriculum, grading and/or office hours, hours are calculated based on credit or contact hours (whichever is greater) and use a 2.67 hour multiplier.*

#222002/222012 and 222003/222013: *If employee is a Grader or assists the instructor/faculty i.e. proctors exams, teaches the lab, grades, develops class materials; hours are calculated on an hour for hour basis with weekly expectation outlined between the student and supervisor at the start of the appointment.*

#222004/222014: *If employee works in athletics and travels with a team; No multiplier is used.*