

Project Instructional Assistant

Grade: E.69

Affirmative Action Information:

Job Group: Students

EEO Category: Technicians

Note: Employees are assigned to this classification only after certification that the actual job duties meet the exempt criteria under the Fair Labor Standards Act.

Function and Scope

Working under general supervision, incumbents perform instructional duties in a specific discipline or subject area. Incumbents exercise the creativity, judgment, and discretion required for carrying out instructional assignments.

Incumbents must be full-time SUNY students. The work performed must be coordinated with education and training which leads to fulfillment of academic requirements. The position requires a part-time employment commitment, except in summer periods, to allow the incumbent to fulfill graduate study requirements.

Typical Duties

Develop teaching materials or syllabi and visual aids. Prepare and administer examinations. Assist in student conferences. Grade exams and papers. Instruct students in basic course work.

Education/Experience/Special Skills

Incumbents must be full-time SUNY students actively engaged in a program of study leading to an advanced degree.

The education and experience requirements described in this standard may be satisfied by an equivalent combination of education and experience.

Position duties are meant to be illustrative of the work performed by an employee with this title. The actual job description may contain specific duties not outlined in this standard that do not materially affect the classification.

Change History

- **July 1, 2012** - Updated position standard format
- **August 1998** - Effective date of position standard