

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2883100

Student Assistant, NS

Brief Description of Class

Student Assistants perform a variety of paraprofessional, technical, and professional duties in support of agency programs. All positions are temporary and filled only by part-time or full-time undergraduate and graduate students of colleges recognized by the New York State Education Department.

Distinguishing Characteristics

Student Assistant: non-competitive; gains work experience, which may be related to an individual's area of formal educational study, by assisting professional staff in support of an agency program; duties are assigned commensurate with an individual's level of education and experience.

Related Classes

Legal Aides perform a variety of routine legal and paralegal duties under the direct supervision of an Attorney admitted to the New York State Bar, who assigns, reviews, and approves all work. All positions are temporary, located in the legal office of many State agencies, and filled only by bona fide full-time students of law schools recognized by the New York State Education Department. Incumbents usually work part-time during regular law school sessions but may work full-time during school recesses.

Illustrative Duties

Under close supervision of higher-level professional staff, performs a variety of duties in support of agency programs.

- Gathers, reviews, and evaluates information required by professionals.
- Drafts documents for review by professionals.

- Maintains documentation.
- Reviews documents for completeness of entries.
- Reviews reports and summarizes contents.
- Conducts research.
- Develops, maintains, and updates database programs.
- Assists in the preparation, review, evaluation, and analysis of a variety of reports and other documents specific to the assignment.
- May perform clerical duties that are incidental and directly related to the professional-level program administrative responsibilities of the organization.

Minimum Qualifications

Student Assistant

Non-competitive: candidates must be currently enrolled as part-time or full-time high school, undergraduate, or graduate college students at an education institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 6/2023

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