



University System of Maryland Job Class Specification

TITLE: GENERAL ASSISTANT
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: 43-9199

JOB CODE: N79GAU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: GEN

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under direct supervision, performs any combination of rudimentary or unskilled tasks which typically require no previous knowledge, skills or experience or provides elementary support or assistance for unique projects or programs. Use of this job class may include but is not limited to assignments such as routine telephone or customer surveys, models, tutors, ticket takers, clerical assistants, delivery, or manual labor.

USE OF THIS JOB CLASS IS RESTRICTED TO TEMPORARY OR INTERMITTENT CONTRACTUAL WORK AS DEFINED BY THE INSTITUTION, WHICH CAN NOT BE ACCOMMODATED IN AN EXISTING JOB CLASS.

PRIMARY DUTIES

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE:

OTHER: Ability to read, write and follow instructions. Some positions may require demonstration of specific attributes or abilities to perform assigned work.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

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OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A