



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

STUDENT AIDE

Class Title	Class Code	Pay Band	Alt Pay Band*
Student Aide	R33341	25	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Provides work opportunities for students within state government to acquaint students with government and to provide work experiences which can contribute to the development of good work behaviors for future job success.

Nature of Work

Performs a variety of work functions characteristic of the agency. Assignments may be in any state agency. Work performed is determined by the agency.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Incumbents are students performing field or office work on a temporary or temporary/part-time basis. Work is under close supervision. Guidelines include agency policies and procedures.

Recommended Education and Experience for Full Performance

Proof of successful completion of related coursework may be required.

Minimum Qualifications:

Current enrollment in a High School curriculum.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

STUDENT AIDE

Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Coordination — Adjusting actions in relation to others' actions.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Statutory Requirements: Student must have reached age 16 by June 1.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. Operation of motor vehicles and equipment must be in compliance with the provisions of the Fair Labor Standards Act's child labor provisions {29 U.S.C. 213 (c)}. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: Not Represented.

Established: 06/02/2006

Revised: 04/27/2012

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.