Administrative Graduate Assistantships

Each year, the University collects educational data to be reported to IPEDS (Integrated Postsecondary Education Data System), including information on graduate assistants (GAs). The data collection requires us to report additional information regarding the GAs we currently classify on the graduate assistant rate sheet as "administrative" GAs (i.e. they are NOT teaching or research GAs).

IPEDS provides a list of occupational categories that must be assigned to each administrative GA appointment:

- x   Most administrative GAs responsibilities fall under "xx-0000" Other
  - o   This include Office & Administrative Support Occupations with typical duties such as: clerical/secretarial, data entry, bookkeeping, filing, receptionist, administrative support

- x   Code assignment must be based on the type of work done, NOT the field of study
  - o   Example: they may work for the department of social work, but in a general office support capacity (code should be xx-0000, not 21-0000)

Code	Description
11-0000	Management Occupations
13-0000	Business and Finance Operations Occupations
15-0000	Computer and Mathematical Occupations
17-0000	