

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:

- Most administrative GAs responsibilities fall under "xx-0000" Other
 - This include Office & Administrative Support Occupations with typical duties such as: clerical/secretarial, data entry, bookkeeping, filing, receptionist, administrative support
- Code assignment must be based on the **type of work done**, NOT the field of study
 - 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)

<u>Code</u>	<u>Description</u>
11-0000	Management Occupations
13-0000	Business and Financial Operations Occupations
15-0000	Computer and Mathematical Occupations
17-0000	Architecture and Engineering Occupations
19-0000	Life, Physical, and Social Science Occupations
21-0000	Community and Social Service Occupations
23-0000	Legal Occupations
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations
25-4010	Archivists, Curators, and Museum Technicians
25-4020	Librarians
25-4030	Library Technicians
25-2000	Preschool, Primary, Secondary, and Special Education School Teachers
25-3000	Other Teachers and Instructors
25-9000	Other Education, Training, and Library Occupations
29-0000	Healthcare Practitioners and Technical Occupations
xx-0000	Other (Including Office & Administrative Support-Clerical)