Instructional assistants are persons possessing special skills and abilities who are employed to operate and maintain specialized equipment, perform complex tasks requiring specific skills, and relieve faculty members of routine tasks so that they may devote the major portion of their time to their primary assignments. These assistants are employed without obligatory regard to economic need.

Instructional assistants are paid on an hourly basis according to the current Board-approved Salary Schedule for O.P.S. workers. Each dean/division director shall determine the pay level to be used based on the qualifications required and duties performed in that division. If the dean/division director requires an instructional assistant to have reached a specific degree level, the division is responsible for making sure an official transcript is provided to Human Resources for audit purposes.