

STUDENT EMPLOYMENT LEVELS AND PAY GUIDE
KEY CHARACTERISTICS AND SALARY SCHEDULE
(Effective Jan 1, 2023)

LEVEL 1: Salary Range \$15.50-\$17.00

Work is characterized by:

- ✓ Close Supervision
- ✓ Minimal Experience
- ✓ Brief training period (one month or less)
- ✓ Specific guideline necessary for most situations
- ✓ Routine work of average difficulty involving clerical and/or manual task.

Typical Duties within This Level May Include

- ✓ Check and maintain office clerical records
- ✓ Perform simple data entry: type forms, labels, etc.
- ✓ Answer telephone and take messages
- ✓ Serve as a test proctor
- ✓ Score objective tests by hand or machine
- ✓ Compile simple statistical information
- ✓ Assist in a stockroom or laboratory
- ✓ Perform maintenance: Personnel
- ✓ Re-shelving books, etc.

LEVEL 2: Salary Range \$16.00-\$19.50

Work is characterized by:

- ✓ Independent work with only general supervision
- ✓ Monitoring the work of one or more student assistants
- ✓ Responsible for operation of a laboratory, stockroom, locker, room, etc.
- ✓ Assignment to a variety of tasks of above average difficulty or that requires some advanced experience, training or skill

Typical Duties within This Level May Include:

- ✓ Provide information to public, answering questions, etc.
- ✓ Repair and maintain equipment
- ✓ Perform bibliographic searches
- ✓ Perform work requiring knowledge of word processing, spreadsheets, or database software
- ✓ Grade subjective tests, essays or term papers, which involve substantial knowledge of lower division course work
- ✓ Assist building trades personnel
- ✓ Tutoring/peer advisor (at the undergraduate level)

LEVEL 3: Salary Range: \$19.50-\$23.25

Work is characterized by:

- ✓ Independent work using specialized complex skills at a high level of competence
- ✓ Monitoring the work of several student assistants with varying levels of expertise
- ✓ Assignment to a variety of special or difficult tasks, or substantial responsibility for an entire project or major segment of such programs or projects requiring judgment, maturity, or other special qualifications.

Typical Duties within this Level May Include:

- ✓ Accomplishment of independent projects
- ✓ Computer specialist/analyst
- ✓ Building trades assistant

Longevity Increase: After a student has worked a minimum of 300 hours in the same position and same department, the supervisor may recommend a pay rate increase (i.e. \$0.25 increase after 300 hours). All pay rate increases are at the discretion of the employing unit, and are dependent upon the unit's budgetary resources. The supervisor is responsible for forwarding the request to the Student Employment for regular, bridge, and international students, and to the Federal Work Study Coordinator in the Financial Aid and Scholarship Office for Federal Work Study students.

Level change (promotion): If a student employee is assigned duties with a higher level of responsibility or difficulty, the student must be placed at the appropriate pay level for the work that is performed. A request must be submitted with new duties stated and forwarded to the Student Employment for regular, bridge, and international students, and to the Federal Work Study Coordinator in the Financial Aid and Scholarship Office for Federal Work Study students.