

Student Employee Level Descriptions and Salary Scale

Student Assistant and On-Campus Work Study (Levels I-IV)

Level I: \$8.00 to \$8.90 per hour

KEY CHARACTERISTICS: *Basic skills, knowledge or abilities; routine tasks.* With immediate supervision, performs work that requires minimal training. The work is routine and involves simple clerical and/or manual tasks. Little independent judgment or decision-making is required. The subject matter of work is typically non-technical and can be satisfactorily performed by any skill, training, or experience is needed to perform the duties.

Level II: \$8.40 to \$10.50 per hour

KEY CHARACTERISTICS: *Intermediate skills, knowledge or training; moderately difficult tasks.* With general supervision, performs tasks requiring moderate training. Job duties are semi-complex in nature (e.g., may require limited degree of independent judgment or decision-making). The work may be varied in subject matter and may require the ability to work under pressure. If applicable, physical exertion may be light to heavy. Jobs in this classification require that the student possess a moderate degree of skills, special training, or knowledge that may be of technical or administrative nature.

Level III: \$9.90 to \$12.45 per hour

KEY CHARACTERISTICS: *Advanced skills, knowledge from prior experience or moderate training; limited use of independent judgment or decision-making; difficult tasks.* With general supervision, perform tasks that require prior experience or extensive training. Job responsibilities are complex and require the application of skills or experience in a variety of problem-solving situations. Independent judgment and/or decision-making may be required. If applicable, physical exertion may be light to heavy.

Level IV: \$10.90 to \$16.75 per hour

APPOINTMENT TO LEVEL IV REQUIRES APPROVAL BY THE APPROPRIATE VICE PRESIDENT OR, FOR COLLEGE WORK STUDY, APPROVAL BY THE COLLEGE WORK STUDY COORDINATOR.

KEY CHARACTERISTICS: *Specialized technical skills; extensive knowledge of relevant university policies, procedures and preferred practices; independent analysis of information, decision-making and implementation of appropriate courses of action.* Job responsibilities are complex and can require the application of technical skills or experience in computing infrastructure, data and voice communications, media, and academic or department-based technology. Students assigned supervisory responsibilities or who are lead tutors, advisors, or coordinators relative to remedial instruction also meet the Level IV standards. Level IV student employees require little or no immediate supervision.

APPOINTMENT TO LEVEL IV REQUIRES APPROVAL BY THE APPROPRIATE VICE PRESIDENT OR, FOR COLLEGE WORK STUDY, APPROVAL BY THE COLLEGE WORK STUDY COORDINATOR.