



HUMAN RESOURCES  
MANAGEMENT

**STUDENT EMPLOYEE SALARY SCHEDULE**

Effective January 1, 2021 minimum wage in California is \$14.00 per hour and the new minimum for Instructional Student Assistants is \$15.00 per hour. This document should be used to determine student’s hourly rate. The rate of pay should be determined by reviewing the following:

- Prior related work experience
- History of work experience in the department
- Range and complexity of duties
- Knowledge and skill requirements
- Comparable to other students within the unit

Position Range	Min	1st Quartile	2nd Quartile	3rd Quartile	Max
Student Assistant*	\$14.00	\$15.75	\$17.50	\$19.25	\$21.00

\*Includes (1870, 1871, 1872,1874, 1868)

Position Range	Min	1st Quartile	2nd Quartile	3rd Quartile	Max
Instructional Student Assistant**	\$15.00	\$16.35	\$17.71	\$19.06	\$20.42

\*\*Includes (1150, 1151, 1152)

The following CSUDH criteria should be used to determine placement of a student position within the appropriate salary range and/or determining if the salaries of student employees are placed in the proper quartile. Generally speaking, the hiring range extends from the minimum base salary up to the midpoint. The midpoint is considered to be the target pay level for student employees who have full command of their job skills and who perform at a fully acceptable level.

Placement within the quartiles of the salary range may be justified if these conditions exist:

**Minimum of the range to the top of the 1st Quartile would meet the following 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.

**2nd Quartile would meet the following key characteristics:**

*Intermediate skills, knowledge or training; moderately difficult tasks.*

The midpoint is considered to be the targeted market rate pay level for student employees who have full command of their job skills and who perform at a fully acceptable level 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.

**3rd Quartile would meet the following key characteristics:**

*Advanced skills, knowledge from prior experience or moderate training; limited use of independent judgment or decision-making; difficult tasks.*

Placement above the midpoint should be considered a rare situation and may be justified if these conditions exist. 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.

**Max of the quartile would meet the following 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 Max of the quartile standards. Student employees at the Max of the quartile require little or no immediate supervision.