

STUDENT EMPLOYMENT JOB CLASSIFICATION Guide

Employers will be responsible to use this job classification to determine the pay rate for each position that is posted through Career Services.

Employers need to be aware that if a student is working on Federal Work-Study they CANNOT earn more than their award. As the wage increases the number of hours the student has to work will decrease.

*Work-Study students can only make an hourly wage. Please **do not** use the award and split it by the weeks in school to pay a set amount.*

STUDENT WORKER I, UNSKILLED/TRAINEE LEVEL

Duties at this level are routine and simple in nature. These positions are closely supervised and do not require much decision making. Very specific written and oral instructions are provided. No previous experience or specific skills required.

Minimum Qualifications: None

Examples of duties: Filing, answering phones, shelving books, typing rough drafts from notes, copying, washing laboratory glassware, stocking shelves and manual tasks involving light physical efforts.

Wage Range: \$7.25 to \$9.40

STUDENT WORKER II, SEMI-SKILLED LEVEL

Duties are less routine and somewhat varied. These positions perform responsible tasks that require the employee to make some decisions. Employees are given general instructions as necessary and are expected to begin to use limited judgment in completing tasks.

Minimum Qualifications: Adequate skills to perform specific duties without detailed supervision and some job-related experience is required.

Examples of duties: Finished typing according to prescribed format, basic word processing, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research requiring students to summarize materials and situations requiring similar judgment. Also in this class are positions requiring manual skills and arduous physical work.

Wage Range: \$8.00 to \$10.25

STUDENT WORKER III, SKILLED LEVEL

Duties are highly complex, varied, and involve a substantial degree of responsibility and judgment. Employees must take initiative regularly and frequently must be able to provide information regarding unit procedures, rules, and

regulations. Incumbents may be responsible for training lower level student worker positions and acting as a lead supervisor over other student workers. Incumbent must possess specific knowledge and skills to perform duties without detailed supervision.

Minimum Qualifications: Three months (full-time equivalent) related training or technical experience required. Related coursework may be substituted for experience.

Examples of duties: Word processing, routine hardware/software maintenance, editorial assistance, laboratory work involving research and testing, and research work involving collection and interpretation of data.

Wage Range: \$9.50 to \$12.00

STUDENT WORKER IV, HIGHLY SKILLED LEVEL

Duties are highly complex and varied. Employees are given general instruction and will be expected to prioritize own work, use initiative, and make decisions regarding work assignments. Duties may include supervision over other student workers. Employees must possess advanced skills to complete tasks.

Minimum Qualifications: Six months (full-time equivalent) related training or technical experience is required. Related coursework may be substituted or combined with experience.

Examples of duties: Advanced laboratory/research work, computer support work including programming, editing, bookkeeping, graphics, training and supervising other students, youth camp instructors, peer advising, and program projects requiring specialized skills.

Wage Range: \$10.75 to \$13.25

STUDENT WORKER V, EXCEPTIONALLY SKILLED LEVEL

Duties are highly specialized or technical requiring exceptional and diversified skills. Assignments involve analysis, independent judgment and knowledge of the principles, practices, and concepts of a professional field (i.e. accounting, management information systems, computer science, biology, etc.).

Minimum Qualifications: One year (full-time equivalent) experience performing specialized duties specifically related to the job. Related educational coursework may be combined with related experience to meet the one-year requirement.

Examples of duties: Report compilation, highly technical programming, grant writing, database development, highly technical laboratory or research work. Positions in this category are normally expected to involve work that is closely related to the student's academic program.

Wage Range: Open

Pay is at the discretion of the employer and would be at a range above that provided in the other four job classifications. The skill set of the hire should be at an exceptional level to justify this pay rate.