

STUDENT EMPLOYMENT JOB CLASSIFICATIONS AND WAGES

STUDENT WORKER I

Wage Range: 7.55 – 9.50

Duties at this level vary from routine and simple in nature to slightly complex, requiring some basic decision making. The employee will receive training or given general instructions on how to perform assigned duties of the position. Duties will be performed under supervision to insure completeness and accuracy of tasks performed.

Examples of duties: filing, answering phones, shelving books, copying, washing laboratory glassware, stocking shelves, and other manual tasks involving light physical effort. Basic computer skills, 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. Positions requiring manual skills and arduous physical work are included in this classification.

STUDENT WORKER II

Wage Range: 8.50 – 12.50

Duties at this level fall into three areas or a combination of these areas:

1. Duties are somewhat to moderately complex, are varied and involve a degree of responsibility and judgment.
2. Duties are specialized or technical requiring exceptional and diversified skills.
3. Duties include training lower level student worker positions and acting as a lead supervisor over other student workers.

Employee must take initiative regularly and frequently and must be able to provide information regarding unit procedures, rules, and regulations. Employee is given general instruction and will be expected to prioritize work, use initiative, and make decisions regarding work assignments. Employee must possess specific knowledge and skills to perform duties without detailed supervision.

Examples of duties: desktop publishing, routine hardware/software maintenance, editorial assistance, laboratory work involving research and testing, research work involving collection and interpretation of data, higher level administrative tasks, supervision, training ,or overseeing a function or service area.

STUDENT WORKER III

Wage Range: 10.00 – 15.73

Duties are 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 (e.g. accounting, management information systems, computer science, biology, etc.), advanced customer service or employee supervision.

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

STUDENT EMPLOYMENT JOB CLASS CODES

JOB TITLE

JOB CLASS CODE

STUDENT WORKER I
STUDENT WORKER II
STUDENT WORKER III

888111
888222
888333