

STUDENT WAGE CLASSIFICATIONS

Federal Work Study and Student Assistants

Classification I: \$6.55-\$8.00

No experience or previous training required. These positions consist of routine tasks with minimal responsibility. Student employee is closely supervised and receives training on the job.

Classification II: \$8.00-\$9.00

Little to moderate experience, technical knowledge or previous training necessary (i.e. typing, data entry, word processing). Special instruction may be necessary for some aspects of these positions. Student must possess the ability to learn new tasks and work independently with limited supervision, and be able to handle confidential material and information (i.e. working in Banner, viewing student records, etc.).

Classification III: \$9.00 to \$10.00

Moderate to substantial previous training or experience necessary. Independent judgment and demonstrated proficiency are required for these positions. Must possess special skills with a high level of competence and/or have advanced technical knowledge. These positions require independent judgment and decision-making ability with little or no direct supervision. May involve training of others.

Classification IV:

America Reads/Counts Tutors \$8.00

Longevity Increases:

Longevity increases recognize satisfactory performances and length of employment. Supervisors are encouraged to increase hourly rates by \$.25 to \$.50 per hour for students who have completed one academic year of continuous employment. The Career Center reserves the right to review ALL pay increases that exceed the above stated limit.

Promotions:

A department may promote a student to a different student position whenever appropriate. The new position must be clearly distinguishable from the prior and documented with a written job description and revised Departmental Hire Form that should be submitted to the Career Center. The Career Center reserves the right to review all promotions.