



**STUDENT PAY LEVELS
2008-2009**

The following guidelines are used in assigning a pay level to each student position.

Level	General Description	Pay Rate
I	<ul style="list-style-type: none"> • Positions involve well-established procedural work • Few special skills and little/no previous experience required • Minimal training necessary • Supervision is required <p><i>Typical duties include answering phones, filing, data entry, and photocopying. Examples of positions in this category: Receptionist/Front Desk Position, Library Aide</i></p>	\$8.00
II	<ul style="list-style-type: none"> • Positions involve medium level tasks with occasional independent judgments necessary. • Some special knowledge and specific skills required. • Previous experience necessary. • Some supervision is required. <p><i>Examples of positions in this category: Office Assistants, Tour Guides, Tutors, Lab Monitors, and Work-Study Off-Campus Jobs</i></p>	\$8.50
III	<ul style="list-style-type: none"> • Positions involve interpretation of procedures and independent judgment. • Demonstration of advanced knowledge/specialized skills, i.e. extensive computer knowledge, advanced proficiency in particular academic area, and/or advanced writing skills required. • Previous training/experience mandatory • Works independently with minimal supervision <p><i>Examples of positions in this category: Technical Assistants, Help Desk Technicians, America Reads Tutors.</i></p>	\$9.00
IV	<ul style="list-style-type: none"> • Positions involve creating procedures and completing complex and highly technical tasks. • Advanced specialized knowledge and training as well as considerable previous experience are required. • High level of independent judgment is mandatory • Little or no supervision is required. <p><i>Examples of positions in this category: Computer Programmer</i></p>	\$9.50

A 25¢ per hour merit increase may be added each year to a returning student's wages *in recognition of commendable/exceptional work*. The supervisor must complete a student employee evaluation form in order for the student to be eligible for the merit increase. (Increase subject to approval by Payroll.)