

Student Employee Pay Classification

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Pay Code	Pay Rate	Job Classification	General Tasks	Knowledge, Skills and Abilities	Discretion
C1 (base pay)	\$9.50	Student Campus Assistant 1 Includes clerical duties such as student clerks, secretaries, copy shop workers, receptionists, shipping or receiving clerks, library workers, mail clerks. This classification also includes student grounds workers, general maintenance workers, student delivery workers, painters, and other labor/maintenance types of work. Students employed in food service positions are included in this classification.	Tasks such as typing, opening mail, entering data on prescribed forms, message or package delivery, word processing, data entry, filing, photocopying, collation and assembling materials (manually or by operating equipment), inventory, cashier, receptionist duties, miscellaneous library duties - processing, retrieving, circulating, shelving, and/or re-shelving library materials, or routine tasks generally associated with office support. Other duties may include food service, routine grounds-keeping activities, minor building repair, moving furniture and routine custodial activities. Theatre production may include carpentry and construction-related work, painting, costume construction, electrical or sound installation, or front of house assistance. May operate equipment and/or work in temperature extremes, tunnels or with hazardous materials.	Depending on the tasks to be performed, the following are typical of the knowledge, skills and abilities required for this classification: knowledge of business English, spelling and grammar - skill in typing or data entry, if required, ability to compute and tabulate using basic mathematics - ability to understand and carry out oral and written directions - ability to file and retrieve records using established filing system. Some knowledge of tools and equipment used in repair, maintenance, or grounds-keeping work - ability to work in a variety of weather conditions.	Can, with training answer routine questions regarding unit's operations. Positions are closely supervised and decisions are made with supervisors.
C2	\$9.75	Student Campus Assistant 2 Includes all of the positions in the Student Campus Assistant 1 classification with some work experience in the unit.	As for Student Campus Assistant 1	As for Student Campus Assistant 1 with some work experience in the unit.	Can answer routine questions regarding unit's operations. Works with minimal supervision following normal policies and procedures. Decisions are made with supervisors.
C3	\$10.00	Student Campus Assistant 3 Includes all of the positions in the Student Campus Assistant classification at a higher level of skill and responsibility.	May be responsible for clerical support work or maintenance activities requiring specialized skills and knowledge of unit operations. Library positions at this level require considerable knowledge of PALS and other database systems as well as considerable knowledge of Library resources and equipment used in performing required work. May provide technical advice and work guidance, such as lead worker, to other student workers. May back up staff member.	As for the Campus Assistant 2 classification, plus considerable knowledge of unit operations and policies sufficient to apply and explain unit procedures - or considerable knowledge and experience in using tools and equipment used in performing required work - principles and practices of office management to provide lead worker direction to other student workers - ability to handle work assignments independently and assist less experienced student co-workers - position may require previous work experience.	Investigates situations and recommends action to supervisors. Works independently or with minimal supervision following normal policies and procedures.

Pay Code	Pay Rate	Job Classification	General Tasks	Knowledge, Skills and Abilities	Discretion
P1	\$10.25	Student Para Professional 1 Includes parking officer, computer programmer, lifeguard, security guard, lab assistants, tutors, student researchers and theater production personnel.	Responsible for technical assistance in a professional field, performing moderately difficult statistical computations, computer programming, office or field research work, performing routine tests in chemical or field laboratory, preparing moderately difficult reports for use by professional in decision making, patrolling buildings, grounds and parking lots.	Dependent upon unit requirements - the following are typical of the knowledge, skills, and abilities required for this classification. Knowledge of the basic theories of a professional field and the University security rules and regulations. The ability to enforce regulations, to follow oral and written discretions and to react quickly in emergency situations.	Positions are closely supervised and decisions made with supervisor.
P2	\$10.50	Student Para Professional 2 Includes all Para Professional positions at higher level of responsibility.	Responsible for providing advanced level technical assistance to University employees in a professional field by performing advanced statistical computations, web development, conducting office or field research work of complex nature, performing difficult tests on a variety of materials or substances in chemical or field laboratory, preparing and presenting difficult reports with specific recommendations for action. May function as lead worker in such areas as Security Services, Academic Computer Center, the Library, or theatre production.	Advanced knowledge of the basic principles and theories of a professional field - advanced knowledge of PALS and other Library database systems - ability to perform difficult analytical work under limited supervision - ability to prepare and present clear, comprehensive reports - ability to carry out complex oral and written directions - the student would generally be in the 3rd or 4th year of college and / or graduate student - thorough knowledge of area procedures - may require previous experience in unit - ability to delegate tasks effectively to student co-workers, as required.	Works independently following routine guidelines. Recommends action to supervisor.
P3	\$10.75	Student Para Professional 3 Includes Para Professional 3 positions at a higher level of knowledge and responsibility. Includes security supervisors, emergency medical technicians, dispatch supervisors, parking enforcement supervisors or theatre production personnel.	Responsible for higher advanced levels of technical or professional assistance and support. Provides lead worker direction for other student employees. May handle stressful, emergency situations. Must make decisions within a framework of specific guidelines. Students working within this classification in academic departments will normally be graduate students. This position may be used as entry level for student supervisor classification.	Depending upon unit requirements, knowledge of university security, state and local rules and regulations and possess the ability to enforce these regulations - ability to react quickly in emergency situations - EMT's must possess related state medical certification - security supervisors must be First Responder qualified or above - has been assigned greater responsibilities based on aptitude and previous experience.	Works independently and takes appropriate action based upon department policies and procedures and reports to supervisor immediately after action is taken. Decisions involving non-routine matters are discussed with supervisors prior to action being taken.

Pay Code	Pay Rate	Job Classification	General Tasks	Knowledge, Skills and Abilities	Discretion
S1	\$11.50	Student Lead/ Technology 1 Includes students working in various areas who are responsible for leading a large number (8-10) of student employees in such areas as Academic Computer Center and Security Services.	Leads a large number ((8-10) of student employees within a work area. Duties include interviewing hiring, and removing student employees, scheduling student employee work hours and signing student employee time sheets.	Dependent upon unit requirements - high level of knowledge of unit's operations and policies - understands principles and practices of management and supervision - may require considerable knowledge of technical operations. Security supervisors must be First Responder qualified or above.	Works independently following unit's policies and procedures. Takes appropriate action based upon established policies and procedures and reports to supervisor immediately after action is taken. When possible, decisions involving non-routine matters are discussed with supervisors prior to action being taken.
S2	\$12.00	Student Lead/ Technology 2 Includes Student Leads who are leading a very large number (25-50) of student employees, who are at a higher level of knowledge and responsibility, have demonstrated a high level of technical expertise, such as in the Academic Computer Center.	Leads a very large number (25-50) of student employees within a work area. Duties include recruiting, interviewing hiring, and removing student employees, scheduling student employee work hours and signing student employee time sheets. Assists with budgeting of student salaries, equipment purchase recommendations, work procedures and policies.	Demonstrated high level of knowledge of unit's operations and policies - superior execution of principles and practices of management and supervision - high level of technology: including programming, software, desktop support and networking. Provide training and support to all other student classifications, including S1.	Works independently following unit's policies and procedures. Takes appropriate action based upon established policies and procedures and reports to supervisor after action is taken. Makes quality decisions involving non-routine matters and leads fellow student employees in appropriate actions taken.
S3	\$12.50	Student Lead/ Technology 3 As for Student Lead/Technology 2 with work experience in the unit at Student Lead/Technology 2 level.	As for Student Lead/Technology 2 with work experience in the unit at Student Lead/Technology 2 level.	As for Student Lead/Technology 2 with work experience in the unit at Student Lead/Technology 2 level.	As for Student Lead/Technology 2 with work experience in the unit at Student Supervisor/Technology 2 level.
Shift Differential	\$0.45	Shift differentials Example: midnight to 6:00am			