

## STUDENT EMPLOYMENT ON-CAMPUS JOB CLASSIFICATIONS AND SALARY GUIDELINES

CHARACTERISTIC	<b>CLASS A</b>	<b>CLASS B</b>	<b>CLASS C</b>
<b>PAY RATES @ \$8.00/HR EFFECTIVE 1/1/08</b>	<b>\$8.00 \$8.90 \$9.75 \$10.60</b>	<b>\$11.43 \$12.28 \$13.13 \$13.98</b>	<b>\$14.83 \$15.66 \$16.51 \$17.26</b>
<b>EXPERIENCE, EDUCATION OR SPECIAL SKILLS</b>	<i>Entry level, limited experience, education or job related skills.</i>	<i>Some job-related experience, education, or special skills required.</i>	<i>Must have specific job-related experience, education, and/or skills.</i>
<b>COMPLEXITY OF TASKS</b>	Routine tasks requiring minimum orientation.	Assignments are generally more detailed.	Technical and/or administrative tasks requiring some reasoning or judgment. Work is varied in subject matter.
<b>LEVEL OF RESPONSIBILITY</b>	Limited responsibility for duration of employment.	Moderate amount of assigned responsibility. Incumbent sometimes required to make decisions and display initiative regarding completion of tasks.	Considerable responsibility requiring interpretation, reasoning and some independent judgment.
<b>DEGREE OF SUPERVISION</b>	<b>Under close supervision.</b>	<b>Under moderate supervision.</b>	<b>Under minimal supervision. May assume lead responsibility.</b>
<b>TYPICAL DUTIES</b>	Light typing, filing, general office clerical, answer phones, wash dishes, wait tables, custodial, grounds-work, plant care, stocking, note-taking for general ed courses.	Maintain computer generated documents and spreadsheets, moderate typing and clerical work, wash and sterilize equipment, set up labs, grade tests, customer service, computer lab assistant.	Assist professors on research projects, assist in classroom instruction, counseling and advising peers, technical problem solving.
<b>SAMPLE POSITION TYPES</b>	<i>Clerk, receptionist, food service, custodial, general labor, stocking.</i>	<i>Clerical, lab assistant, grader, note taker for core classes, internships, custodial.</i>	<i>Peer counselor, research assistant, working with or mixing hazardous chemicals.</i>

**STUDENTS ARE ELIGIBLE FOR STEP INCREASES AFTER 325 HOURS OF SATISFACTORY ON-THE-JOB PERFORMANCE.**

SALARY GUIDELINE CHANGES ARE EFFECTIVE AS OF 1/1/2008 (\$8.00/hr minimum and \$16.17/hr maximum)

Note: Please be aware certain positions have physical requirements related to mobility, dexterity, verbal communication, visual, lifting of various weights, environmental conditions and/or driving privileges. Example of these positions may include, but are not limited to, maintenance, custodial, stocking, agricultural, general labor.