

**STUDENT EMPLOYEE
JOB RESPONSIBILITIES AND PAY RATES**

The pay scale for student employees is based upon the level of responsibility assigned to them. The following job levels, descriptions and respective pay rates serve as guidelines for supervisors. Level I wages will begin at \$7.30/hour, and will not exceed \$8.50/hour. Level II wages will begin at \$8.00/hour, and will not exceed \$9.50/hour. Requests for exceptions to these hourly wages must be made to immediate supervisors. All exceptions must be approved by Divisional Vice-Presidents. Student employees who continue employment are eligible for a 25¢ per hour pay increase per each full semester of employment at the beginning of the semester. New Level I employees are eligible for a 20¢ increase after their first semester of employment, and a 25¢ increase thereafter.

LEVEL I - Starting Hourly Rate \$7.30/hour - \$8.50/hour	
Responsibility	Description:
Child Care Assistant I	Under direct supervision, assists in maintaining the environment to assure the equipment, materials, and rooms meet health and safety standards. Dedication to young children and willingness to learn is essential. Previous experience is not necessary.
Clerical Assistant I	Performs filing, processes routine paperwork and answers phone. May also require simple typing, data entry, operation of office equipment such as copy machines. Possible cashiering, inventory work. Entry-level position; little or no experience required. Responsible for upholding the confidentiality of the office and the population that we serve.
Lab Assistant I – (Computer)	Assists students in computer labs and classrooms with fundamental hardware and software problems, general computer log-in access and printing services. Answers phone. General knowledge of personal computers, Microsoft Office and the Internet is required.
Grounds Keeping	Performs routine outdoor work for caretaking of lawn, shrubs, flowerbeds, sidewalks and parking lots. Must be able to work independently. No previous experience required.
Laboratory/ Shop Assistant I	Signs students in and out, issues equipment and assists in lab operation. Answers phone, keeps lab in orderly condition. No previous experience necessary.
Student Life Assistant I	Answers inquiries in person and by phone concerning activities, procedures and regulations. Clerical assistant duties may also be included.
Utility Worker I	Performs routine tasks in various campus facilities, to include janitorial work, mail room assistance and food preparation. Must be able to work independently. No previous experience required.
LEVEL II - Starting Hourly Rate \$8.00/hour - \$9.50/hour	
Responsibility	Description:
Child Care Assistant II	All level I skills and responsibilities. Assist in conducting learning activities and preparing activity center under supervision of teaching staff. At least six months previous experience in a child care program. (Children's Center has Advanced Child Care Assistant positions only).
Clerical Assistant II	Performs filing, reception work, paperwork processing, appointment scheduling, answering department inquiries and phone answering. May also require typing, data entry, payment processing, student registration and operation of office equipment such as copy machines. Some office experience required. May require independent judgment and responsibilities in absence of regular staff, such as securing department/facility, and processing student information. Assists in overseeing campus activities. May assist in text editing. Responsible for upholding the confidentiality of the office and the population that we serve.
Lab Assistant II – (Computer)	All Level I skills and responsibilities. Assists students in computer labs and classrooms with more complex hardware and software problems. Works on small network projects as assigned. Reboots servers as needed under direct supervision of a Systems Administrator. Intermediate or advanced knowledge of personal computers, Microsoft Office and the Internet is required. General programming knowledge may be helpful.
Laboratory/ Shop Assistant II	Performs easily trainable semi-technical lab work. Previous experience or relevant course work required. May also maintain overall lab cleanliness/orderliness. Example for science department: prepare standard solutions and media for cultures, following experimental procedures and recording simple results. Maintains and repairs equipment; issues tools and materials to students and collects them; keeps inventory of needed supplies; may be given independent projects to complete. Previous experience or relevant course work required.
Library Assistant II	Performs routine library tasks that require only short training periods, and for which supervision is readily available. May require independent judgment in the absence of regular staff. May include check-out and discharge of library materials, shelving, filing library cards, and answering questions of directional and elementary reference materials. Performs intermediate level library tasks such as modifying item types in the automated library system that require longer training periods. Assists students, faculty, and community patrons in conducting basic level research in library databases and Internet environments.
Audio-Visual Assistant II	Assists faculty/staff with operation of audio-visual equipment. Routine tasks require short training and independent judgment in the absence of regular staff.
Data Entry II	Enters information on computer terminal with speed and accuracy. May be given independent projects to complete.
Student Life Assistant II	All level I skills and responsibilities. Some office experience required. May require independent judgment and responsibilities in absence of regular staff, such as securing department/facility, and processing student information. Responsible for upholding the confidentiality of the office and the population that we serve.
Utility Worker II	Performs routine tasks in various campus facilities, to include janitorial work, mailroom assistance and food preparation. Must be able to work independently. Ability to work varied shift hours. Must have experience. Must be able to work with little or no supervision at times.
LEVEL III	

Student employees may be hired at this level **only** with the Divisional Vice-President's preapproval. Departments should submit Level III requests to their immediate supervisor. Supervisors will then forward the request to their Vice Presidents. Rates of pay will be determined based on assigned responsibilities.