

Student Pay Rates

Starting January 1, 2020

Replaces any and all previous pay rate schedules

Deviations from this schedule should not be made, and requests for exceptions must be submitted to Human Resources first and approved by the Vice President for Business Affairs.

LEVEL I (\$10.00) is the basic work-study clerical office position. These are jobs requiring the following skills: general clerical, computer use for look up and basic data entry, answering phones, exercises little independent judgment. These students are mostly performing clerical work: filing, mailing, etc. Some of these jobs do require manual labor, but it is light manual labor. **Examples of this pay level would be office assistants, file clerks, circulation assistants, mailroom assistants, and copy center assistants.**

LEVEL II (\$10.25) - performs manual labor such as grounds keeping or feeding and caring for horses. These students usually are assigned clearly defined manual tasks which require use of little independent judgment; may require heavy lifting, carrying, exposure to environmental conditions such as dust and dirt as well as hot and cold. **Examples of this pay level would be stable assistants, grounds assistants.**

LEVEL III (\$10.50) - requires specialized skills, more training, and demands more decision making within by the student. Students generally work without direct supervision at this job level; these students may represent your office or department to the public providing direct customer service. **Examples of this pay level would be lab assistants, student Police Department workers, or Admissions - host and tour.**

LEVEL IV (\$10.75-11.50) *depending upon experience and budgeted amount or may receive a stipend depending upon FLSA status* - is a position similar to a regular position on campus and for which a high degree of training and/or experience is required. These students usually work without direct supervision and consult with the supervisor before beginning unusual assignments. **Examples of this pay level would be graduate students serving as research assistant to a professor, teaching assistants, serving as an assistant coach, serving an internship, serving as a tutor, or students assisting in the IT department installing PCs or trouble-shooting service calls.**