

Level 1 Range – \$14.77 - \$16.25

Performs work of routine nature with duties within well-defined procedures or guidelines up to repetitive work with average difficulty. Requires little decision making and judgement is minimal. Entry level employees will require training and have moderate supervision with regular work progress reviews. Employees with at least 1-3 semester of experience, may have reduced supervision and an increase in independent work. Examples reception, filing, basic word processing, unskilled lab helper, clerical/office assistants, data entry, cashiering, graders, testing assistants.

Level 2 Range – \$16.00 - \$17.00

Performs work of semi-skilled or technical nature requiring varied knowledge, training and experience. Duties may involve greater variety. Employees work more independently and requires less supervision. Generally, requires 3 or more semesters of experience or related course work/training. Examples: Student Assistant, lab assistant, office support assistant, peer advisor, tutoring, supplemental instruction.

Level 3 Range – \$17.00 and up (Needs pre-approval from SE Team)

Performs skilled work where duties are varied and moderately complex. Can handle non-routine and unusual circumstances. Instruction is provided only for new or unusual situations. Employees possess a high level of knowledge of the principles, practices, theories and concepts of the professional field. High degree of independent thinking, decision-making, experiences or skills to perform duties independently. Generally, requires 5 or more semesters or equivalent experience, or related course work or certified training. Examples: accounting technicians, research assistants, editing skills, interpretation of data, laboratory work, specialized recreation instructors and sports officials, IT help desk technicians.

Pay Increases

Required Support Documents for a Pay Increase

Levels 1: Require a Student Employee Performance Evaluation form

Levels 2: Require the same as Levels 1 plus the following; an updated position description and a letter of justification/recommendation.

Level 3: Requires the Pre-approval Form* and would require the same as Levels 2, plus additional justification which may include proof of certification or grant documents. **The pre-approval form will be posted soon.*