

Student Employees are employed at the following four levels:

STUDENT WORKER I

Defining Characteristics:

- x No experience or education requirement.
- x Work under direct supervision.
- x Perform entry-level manual and clerical tasks that require simple demonstration.
- x Tasks are simple, routine and repetitive.
- x Limited expectation to develop higher skill sets for the job.
- x Limited use of independent judgment and creativity.
- x (e.g. typists, office assistants, receptionist, grounds helper)

Typical Assignments:

- › Grounds Helper
- x Office Assistant
- x Receptionist
- x Typist
- x Food Service I

STUDENT WORKER II

Defining Characteristics:

- x Experience and/or education in an area related to work assigned are required.
- x Works under general supervision.
- x Tasks performed require taking some responsibility.
- x Tasks may vary in degree of complexity and supervision.
- x Tasks performed require some degree of independent judgment and/or decision making.

Typical Assignments:

- › AV Equipment Delivery
- x Cashier
- x Food Service II
- x Note-taker
- x Parking Enforcement
- x Ticket Sales

STUDENT WORKER III

Defining Characteristics:

- x Requires moderate degree of subject knowledge and/or experience in the area assigned.
- x Works under limited supervision
- x Tasks performed require a moderate degree of creativity and/or taking increased responsibility.
- x Tasks may vary in degree of complexity and supervision.
- x Tasks performed require a moderate degree of independent judgment and/or decision making.
- x Possesses technical skills/proficiency necessary to work largely independently
- x Must be able to apply rules and regulations with some guidance.

Typical Assignments:

- › Instructional Aide (with Instructor present)
- x Lead Parking Enforcement II
- x Computer Repair Trainee
- x Library/Media Technology Assistant I
- x Media Equipment Assistant (runs sound checks, trains faculty/staff on equipment, sets up computers for presentations)
- x Tutor

STUDENT WORKER IV

Defining Characteristics:

- x Requires a high degree of detailed subject knowledge and/or experience in area assigned.
- x Works under little or no supervision.
- x Tasks performed require a high degree of creativity, independence, and responsibility.
- x Must possess the skills and demonstrate a high level of proficiency necessary to perform highly complex tasks.
- x Must possess analytical reasoning and strong problem solving and communication/interpersonal skills.

Typical Assignments:

- › Computer Repair
- x Desktop Support
- x Library/Media Technology Assistant II
- x Supplemental Instruction Leaders

Pay Rate

- x Student employees must initially be placed at Step A of the appropriate level.
- x Hiring Managers may appeal for initial placement above Step A for exceptional