Student Employment Pay Grades and Classification

Campus job opportunities provide students with meaningful work experiences, opportunities to learn valuable skills, and income to help with costs associated with college. These jobs may be Federal work study (FWS) or non work study (NWS). Both programs strive to instill in each of our students' competencies as defined by the National Association of Colleges and Employers (NACE) and found in the Student Employment Handbook.

The college recognizes four (4) pay grades and pay ranges for undergraduate student assistants, and one for graduate assistants performing work at a post-graduate level.

Grade	Title	Pay Range
SA1	Student Assistant/Fellow 1 – Entry or Semi-Skilled	$13.50 – $14.50
SA2	Student Assistant/Fellow 2 – Skilled	$14.00 – $15.00
SA3	Student Assistant/Fellow 3 – Intermediate/Lead	$14.50 - $15.50
SA4	Student Assistant/Fellow 4 – Specialist/Manager	$15.00 - $16.00
SA5	Student Assistant 5 – Post Graduate	$15.50 - $16.50

The guidance below should be used to place positions within the appropriate grade. A tool you may find useful to classify your positions is the *Developing a High Impact Student Employment Experience Supervisor Worksheet.* When in doubt, assign the lower grade and use the pay range to appropriately compensate. For internships where credit is also given, the reflective practices required for internships will generally place them at SA 3 or above.

It is up to the budget manager to recommend, based on job duties and responsibilities, a student employee's pay grade and desired pay rate. Budget managers must stay within budget when making these decisions. Once the budget manager has made recommendations and consulted with human resources in the confirmation of final placement to ensure equity across campus, hourly wage rates may be established for student employees. While some positions will move through the levels with training, development, and mastery of skills, other positions, by definition of duties, may be limited to a single grade.

Student Assistant/Fellow 1 (SA1) – Entry or Semi-Skilled

Performs routine, non-complex work. Requires no previous experience and minimal training. May require a brief orientation period. Works under direct supervision. Supervisors or designees provide on the job training and are responsible for NACE competency development. These positions primarily

perform simple or repetitive work, having little to no independent decision making. Uses low order skills like remembering, understanding and applying.

SA1 duties include by are not limited to:

- Assisting with the day to day functions of the department.
- Performing on-campus errands and projects.
- Performing routine and repetitive departmental tasks.
- Using routine software (MS Office).
- Providing excellent customer service; responding to questions, concerns, or complaints in a proactive manner.
- Maintaining organization and cleanliness in areas of employment; performing periodic checks on supplies, materials, procedures, outcomes, equipment etc.

SA1 campus positions include but are not limited to the mail room, switchboard operator, dining services assistants, administrative assistants, entry level IT technicians, grounds, laundry tech, telecounselor and stage techs.

Student Assistant/Fellow 2 (SA2) - Skilled

This category is usually the natural progression of a SA1 position after a period of training where a student can be trusted to carry out the basics of their duties, while still learning the more advanced aspects of their position. The supervisor has responsibility for the assignment of work, flow of work, production level, and provision of proper instructions and NACE competency development. Work is performed under immediate supervision, but the student employee must exercise sound judgment in the supervisor's absence, and follow general instructions from a supervisor with little follow-up. Students may have much more contact with the community and must represent the College professionally. Uses a mixture of low order skills like remembering, understanding and applying, and a few high order skills like analyzing, evaluating, and creating.

SA2 duties include by are not limited to:

- Assisting with the day to day functions of the department.
- Performing research for department projects.
- Using special equipment, software applications or tools per an established protocol/procedure.
- Providing excellent customer service; responding to questions, concerns, or complaints in a proactive manner.
- Maintaining confidentiality and discretion working with sensitive and private information.
- Maintaining organization and cleanliness in areas of employment; performing periodic checks on supplies, materials, procedures, outcomes, equipment etc.

SA2 campus positions include, but are not limited to: Cashier, administrative assistants, IT technicians, academic coaches/tutors, photographer/videographer or admissions representatives.

Student Assistant/Fellow 3 (SA3)– Intermediate/Lead

These positions have responsibility for more complex and/or technical tasks requiring specialized knowledge. Performs technical work requiring a combination of training, acquired basic scientific or technical knowledge, and analytical and/or manual skills. Independent problem solving and critical thinking abilities are necessary. Student employees at this level are expected to work with minimal supervision and may provide leadership and management of projects and/or other student employees. Supervisors are still responsible for training and growth and development of the student's competencies for job success after graduation. Positions deemed 'hard to fill and critical to support the student experience' may fall also here, even if the skills needed would normally put the position in a lower grade. Uses some low order skills like remembering, understanding and applying, but much heavier on the high order skills like analyzing, evaluating, and creating.

SA3 duties may include but are not limited to:

- Varying work assignments (less routine) that involve a moderate degree of responsibility.
- Accessing confidential data systems such as Colleague, OnBase, StarRez, etc. for which considerable training is required.
- Maintaining confidentiality and discretion working with sensitive and private information.
- Jobs require moderate independent judgment, analysis, and decision making skills.
- Effective communication skills; ability to deliver customer service in a friendly and helpful manner.
- Positions requiring sustained, frequent physical labor and working in extreme conditions may be classified here as well to compensate for taxing manual labor and unfavorable conditions.

SA3 positions include, but are not limited to: Payroll assistant, lead event staff, lead peer advisor, fitness instructor, lead admissions representatives, grounds, dining utility, tour guides, library staff, referees, athletic trainer, senior research assistants, life guard, or web developers. A hard to fill position that may fall here is a dishwasher.

Student Assistant/Fellow 4 (SA4) – Specialist/Manager

These positions usually require advanced certification and/or training with prior experience.   They work with minimal supervision while providing leadership and management of projects and/or other student employees is expected. They are responsible for analytical, highly complex tasks. They may be authorized to commit the college financially for events or procurement. Strong initiative and decision-making abilities required. Students are self-directed, with minimal direction from the supervisor. A minority of campus positions will fall in this classification. Primarily uses high order skills like analyzing, evaluating, and creating.

SA4 duties may include but are not limited to:

- Planning and prioritizing personal workload and the work of other student employees.
- Application of considerable independent judgment and decision making.
- Ability to interact with all levels of staff, faculty, customers, and community.
- Ability to maintain confidentiality and discretion working with sensitive and private information.
- Independent problem solving and critical thinking abilities are expected.

- High accountability from management and customers is expected.
- This category may include artists and performers that need highly specialized skills to perform at campus events.

SA4 campus positions are very limited and include: Advanced IT/helpdesk support, research fellows, RAs and performers (such as musicians and vocalists).

Student Assistant 5 (SA5) – Post Graduate

Students must have completed an undergraduate course of study and be actively enrolled in a graduate program in order to be a graduate assistant. Graduate Assistants should be under the close supervision of a faculty member, assisting with various professional and technical duties associated with the subjects or programs in which the assistant is doing graduate work. Primarily uses high order skills like analyzing, evaluating, and creating.

Responsibilities typically include:

- Assisting the faculty member in the instruction of students by conducting small discussion groups or in distance learning courses. These student employees shall not be responsible for the instructional content or instruction of a course, nor determining the term grade.
- Supervising laboratory periods or other course activities, or assisting by handling equipment, performing demonstrations, etc.
- Aiding faculty engaged in authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.
- Providing general assistance to the faculty in the evaluation of student work and examinations, and in the preparation of course materials and aids;
- Maintaining office hours for the purpose of clarifying course material or content for students and performing tutoring.
- Performing other duties directly related to the instructional program which require knowledge and skills beyond those generally possessed by undergraduate assistants

Departments are responsible to inform each student employee of policies that relate to their assignment and to assist the student in the implementation of these policies.