

## Non-Work Study and Work Study Student Employment Hourly Compensation Guidance

Student Employment offers a wide range of positions, which require different degrees of skill or experience. The student wage scale begins with minimum wage which is \$7.25 per hour and increases based on job responsibilities and or requirements. Four levels with differing requirements and sample job titles have been provided below. Federal work-study and non-work study employment share the same wage levels and associated rates of pay.

Pay equity is critical, therefore wage placement must be in relation to the type of duties performed and in consideration of other student worker wages rates or permanent employees in similar jobs. Temp hourly wage rates are not considered in terms of student work.

Grant funding does not provide an exception to the wage guidance nor does any other fund source.

It is a privilege to work on- campus and participate in student employment whether as work study or non-work study. The non-work study student employment program competes with off campus employers. Some of the benefits a student receives through on-campus employment:

- Convenience
- No FICA and Medicare taken out for part-time or greater students
- Academics come first
- Restrictions in place to help students succeed, i.e., work hours, GPA requirements, etc.

### Student Job Classifications

Level	Job Duties	Required Experience	Skill Level	Supervision	Sample Job Groups	Rate Range
I – Entry Level/Semi-Skilled	General Routine and repetitive work involving simple to moderate levels of difficulty.	Little or no prior education/ experience necessary Requires training in routine procedures	Few or no special skills required	Work is performed under supervision Uses little independent judgment or initiative.	Housekeeping, Grounds, Painters, Student Editor, Office Worker Athletics (Paws, Training Assistants), Lab Monitors,	\$7.25 - \$10.00

				No supervisory duties	Assistants, Mentors, Entry level - Entourage, WaLC Tutor, UP Supports, CRW, CRC positions, Entourage	
II – Intermediate	Performs moderately difficult tasks, works with general guidelines including written or verbal direction	Moderate level of related education/work experience required (minimum one semester)	Related skills Knowledge and skills to perform independently with limited training	Limited supervision Uses independent judgment to complete assigned tasks. New or difficult circumstances are referred to a supervisor. No supervisory duties	CRW, CRC positions, Entourage* ,Life guards, climbing wall, Base Camp, Tutors, Writing Fellows, Office &Mail Assistants, Ambassadors, Tech Crew, Building Managers, Cat Tran Drivers, Tutors*, Bookstore, Honors Coach, IT Techs	\$10.00 - \$14.50
III –Specialist	Work performed is typically specific to a specialized discipline. May have established protocols to be applied.  <i>Over \$15/ hour has to be approved by HR prior to recruitment.</i>	Substantial previous work or educational experience (e.g. some college level course work, technical training, and or experience. Typically, a student with exceptional skill or experience in a particular field	Skilled and knowledgeable in the discipline and the required duties.  Performs duties independently with minimal job training.	Uses independent judgment to complete assigned tasks. May require supervision, training, and evaluation of other student workers. New or difficult circumstances are referred to a supervisor.	Research Assistant, Information Technology, Library Assistant/Technician, Media Support Assistant/Web Content Editor, Cat Tran Drivers, Life Models, Graduate Students	\$14.50 - \$18.00

<p><i>IV – Advanced</i></p>	<p><i>Work is performed in a specific discipline that requires advanced knowledge.</i></p> <p><i>All postings at this level must to be approved by HR prior to recruitment.</i></p>	<p><i>Requires a college degree/ technical or para professional training, and /or several years’ experience. Licensure or certification is required.</i></p>	<p><i>Highly skilled, professionally trained in an area of specialty.</i></p>	<p><i>Uses independent judgment to complete assigned tasks. May require supervision, training, and evaluation of other student workers. Consequences of decisions may be serious. Coordinates with a supervisor as needed.</i></p>	<p><i>Primarily Nursing Practicums or other healthcare specific practicums, seeing patients, etc.</i></p>	<p><i>\$18.25 - \$28.00</i></p>
-----------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	---------------------------------

*\*Positions have levels of pay based on the number of semesters worked. For example, Admissions and WaLC have created a schedule of increases available to students who are already trained if they return from semester to semester. This may also apply to CRC and CRW positions. This is not all inclusive.*