

# Student Employee Classifications

*(Guideline Only)*

## STUDENT EMPLOYEE I, UNSKILLED/TRAINEE LEVEL

- Duties at this level are routine and simple in nature. These positions are closely supervised and do not require much decision making. Very specific written and oral instructions are provided. No previous experience or specific skills required. Minimum Qualifications: None Examples of duties: Filing, answering phones, shelving books, typing rough drafts from notes, copying, washing laboratory glassware, stocking shelves and manual tasks involving light physical efforts.
- Wage Range: \$13.50 to \$14.35

## STUDENT EMPLOYEE II, SEMI-SKILLED LEVEL

- Duties are less routine and somewhat varied. These positions perform responsible tasks that require the employee to make some decisions. Employees are given general instructions as necessary and are expected to begin to use limited judgment in completing tasks. Minimum Qualifications: Adequate skills to perform specific duties without detailed supervision and some job-related experience is required. Examples of duties: Finished typing according to prescribed format, basic word processing, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research requiring students to summarize materials and situations requiring similar judgment. Also, in this class are positions requiring manual skills and arduous physical work.
- Wage Range: \$13.65 to \$15.05

## STUDENT EMPLOYEE III, SKILLED LEVEL

- Duties are highly complex, varied, and involve a substantial degree of responsibility and judgment. Employees must take initiative regularly and frequently must be able to provide information regarding unit procedures, rules, and regulations. Incumbents may be responsible for training lower level student worker positions and acting as a lead supervisor over other student workers. Incumbent must possess specific knowledge and skills to perform duties

without detailed supervision. Minimum Qualifications: Three months (full-time equivalent) related training or technical experience required. Related coursework may be substituted for experience. Examples of duties: Word processing, routine hardware/software maintenance, editorial assistance, laboratory work involving research and testing, and research work involving collection and interpretation of data.

- Wage Range: \$13.80 to \$16.30

#### **STUDENT EMPLOYEE IV, HIGHLY SKILLED LEVEL**

- Duties are highly complex and varied. Employees are given general instruction and will be expected to prioritize own work, use initiative, and make decisions regarding work assignments. Duties may include supervision over other student workers. Employees must possess advanced skills to complete tasks. Minimum Qualifications: Six months (full-time equivalent) related training or technical experience is required. Related coursework may be substituted or combined with experience. Examples of duties: Advanced laboratory/research work, computer support work including programming, editing, bookkeeping, graphics, training and supervising other students, youth camp instructors, peer advising, and program projects requiring specialized skills.
- Wage Range: \$14.45 to \$17.90