

HUMAN RESOURCES AND EQUAL OPPORTUNITY



Student Employment Position Level Descriptions

Characteristics	Level I	Level II	Level III	Level IV
Scope of Work	Performs basic tasks, repetitive in nature. Considered entry level.	Performs work requiring a combination of basic skills & some experience.	Performs work requiring specialized training. Usually requires experience and/or being on the job.	Performs specialized student duties. May perform para-professional level work. Provides leadership in area of expertise.
Skills & Knowledge	Little or no prior knowledge or experience required.	Some prior knowledge or experience required.	Specialized skills, knowledge or experience required. May require special certification.	Highly specialist skills, knowledge, or experience required. May require specific training & expertise. May require special certification.
Supervision Received	Receives frequent/direct supervision.	Receives occasional/direct supervision.	Receives occasional/indirect supervision.	Receives little or no supervision of student.
Decision Making Skills	Performs task as specified, little or no decision making.	Performs routine tasks requiring some decision making.	Makes frequent decisions regarding tasks, time and data.	Evaluates performance of others, makes daily decisions about tasks, time and information.
Examples of Tasks	Filing; running errands; answering and directing calls; data entry; setting up equipment	Assists in planning, teaching & supervision of more high-risk or complex physical activities; serves as a point person for other student workers	Teaches students on a specific subject mater; leads campus tours for prospective students	Researching; supervising other students
Examples of Titles	Cashier; Data Entry; General Office/Clerical; Custodial; Scene Shop	HTC Recreation Tech; Orientation Leader; Graders; Green Team	Tutors; Certified Drivers; Performer; Tour Guides; Student Coordinator; Advanced Scene Shop	Certified Athletic Official; Recreation Instructor (Certified); Housing Desk Manager
Hourly Pay Rate Range	\$8.25 - \$10.50	\$9.50-\$12.00	\$10.50-\$14.00	\$14.00+
Points	4-7 points	8-11 points	12-14 points	15-16 points

If a supervisor feels the student's performance warrants an increase, the supervisor may offer that increase at the start of a new semester provided the increase amount remains within the pay range of the level the position is assigned to. Pay rates should not be changed mid-semester unless the student is promoted to a new level/position. Department manages the rate within the range limit, but is prohibited from exceeding the range maximum.