



Recommended Student Employment Position Level and Rate Worksheet

Instructions: Fill in the blank to the right of each section below with the number corresponding to the statement which best describes the job to be performed. Match "Total Score" with the corresponding position level and hourly rate range below. This worksheet should be kept in the department's files, and will be subject of HR audit.

Position Title: _____

Student Worker Name: _____

Date: _____

Scope of Work

- Performs basic tasks, repetitive in nature. Considered entry level. 1
- Performs work requiring a combination of basic skills & some experience. 2
- Performs work requiring specialized training. Usually requires experience and/or being on the job. 3
- Performs specialized student duties. May perform para-professional level work. Provides leadership in area of expertise. 4

Skill/Knowledge Requirements

- Little or no prior knowledge or experience required. 1
- Some prior knowledge or experience required. 2
- Specialized skills, knowledge or experience required. May require special certification. 3
- Highly specialist skills, knowledge, or experience required. May require specific training & expertise. 4
- May require special certification. 4

Supervision Received

- Receives frequent/direct supervision. 1
- Receives occasional/direct supervision. 2
- Receives occasional/indirect supervision. 3
- Receives little or no supervision of student. 4

Decision Making Skills

- Performs task as specified, little or no decision making. 1
- Performs routine tasks requiring some decision making. 2
- Makes frequent decisions regarding tasks, time and data. 3
- Evaluates performance of others, makes daily decisions about tasks, time and information. 4

Total Score:	Position Level:	Hourly Rate Range:
4-7 points	Level I	\$8.25 - \$10.50
8-11 points	Level II	\$9.50 - \$12.00
12-14 points	Level III	\$10.50 - \$14.00
15-16 points	Level IV	\$14.00+

Total: _____

