

# Student Employment Pay Level Guideline



## Calendar Year 2020

<b>Level I Job Position Examples:</b> <b>Mail Room Assistant, Office Assistant</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
	<b>10.96</b>	<b>11.21</b>	<b>11.46</b>	<b>11.71</b>
<ul style="list-style-type: none"> <li>○ Positions involve well-established procedural work</li> <li>○ Scope of work is limited to department/organization</li> <li>○ Few special skills and little or no previous experience are required</li> <li>○ A minimal amount of training is necessary</li> <li>○ Some supervision is required</li> </ul>				
<b>Level II Job Position Examples:</b> <b>Library Assistant, Staff Assistant, Tour Guide</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
	<b>11.71</b>	<b>11.96</b>	<b>12.21</b>	<b>12.46</b>
<ul style="list-style-type: none"> <li>○ Positions involve medium level tasks with occasional independent judgments necessary</li> <li>○ Scope of work reaches other departments</li> <li>○ Special knowledge and specific skills are required</li> <li>○ Previous experience is preferred</li> <li>○ Often responsible for an aspect of a program</li> <li>○ Frequently required to maintain confidentiality</li> <li>○ Limited supervision</li> </ul>				
<b>Level III Job Position Examples:</b> <b>Academic Tutor, Lab Assistant, Technical Assistant</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
	<b>12.46</b>	<b>12.71</b>	<b>12.96</b>	<b>13.21</b>
<ul style="list-style-type: none"> <li>○ Positions involve interpretation of procedures and independent judgement</li> <li>○ Demonstration of advanced knowledge/specialized skills i.e. extensive computer knowledge, advanced proficiency in a particular academic area, and/or advanced writing skills is required</li> <li>○ Previous training/experience essential</li> <li>○ Works independently</li> </ul>				
<b>Level IV Job Position Examples:</b> <b>Lab Technician, Program Coordinator</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
	<b>13.21</b>	<b>13.96</b>	<b>14.71</b>	<b>15.46</b>
<ul style="list-style-type: none"> <li>○ Positions involve creating procedures and completing complex and high technical tasks</li> <li>○ Scope of works extends campus wide and beyond</li> <li>○ Advanced specialized knowledge and training, as well as extensive previous experience are required</li> <li>○ Supervision is not required</li> </ul>				