

STUDENT EMPLOYMENT JOB LEVELS
Effective August 23, 2009

SA1 (Beginning) **\$7.25 - \$8.45**

General Characteristics:

- Minimum or no skills
- Close supervision with assistance readily available
- Limited independent decision making
- Work is routine and non-complex
- Duties are performed independently after training
- Responsibility limited to job task performance

Examples of this type of work:

Accounting Assistant/Clerk
Cashier/Clerk
Clerical Assistant
Library Assistant

SA 2 (Intermediate) **\$8.50 - \$9.70**

General Characteristics:

- Relevant job related skills or training and/or prior experience necessary
- Some independent judgment and initiative within limits
- Supervisory responsibilities for limited activities
- Work of moderate difficulty and complexity requiring the exercise of discretion
- Less procedural in nature of the total operation and application of specialized knowledge

Examples of this type of work:

Graphic Artist/Illustrator
Research Assistant
Administrative Assistant
IT User Support Assistant
Web Development Assistant
Groundskeeping / Gardening

SA 3 (Advanced) \$9.75 - \$13.00

General Characteristics:

- Advanced level of skills, training and/or job related experience
- Receives only general supervision
- Involves supervisory responsibilities for large or complex activities
- Usually involves a number of concurrent activities
- Considerable problem solving and decision making
- Significant consequence for error
- Responsible for specialized activity or whole operation
- May develop or recommend operating policy procedures

Examples of this type of work:

Computer Specialist
Network Administration Assistant
Program Manager
Lead Student Administrative Assistant
Faculty Assistant
Figure Model
Information Coordinator

SA 6 (Salary)

A Justification Form must be completed and submitted to HR&D for approval of salaried positions. Justification forms can be accessed at:

<http://www.uww.edu/adminaffairs/hr/forms/studenthirejustificationform.xls>

EMPLOYMENT GUIDELINES

1. New employees must start at the minimum pay of the job level.
2. Student employees transferring into another position in the same job level will start at the same rate of pay as the previous position.
3. Initial pay rates will be determined by the job level/classification. Increases will follow the maximum annual total allowed.
4. The maximum annual raise will be \$0.50/hour.
5. Hiring departments, at their discretion, can offer an additional \$1.00/hr increase during the summer employment period. This is not a requirement.

For questions regarding position placement or special circumstances, contact Human Resources & Diversity.