

<b>Job Levels</b>	<b>Hourly Rate</b>
<b>I</b>	<b>\$7.25 - 9.00</b>
<b>II</b>	<b>\$8.00 – 11.00</b>
<b>III</b>	<b>\$9.00 – 12.00</b>
<b>IV</b>	<b>\$9.50 – 13.00</b>
<b>V</b>	<b>\$12.00 and up</b>

**Level I \$7.25 – 9.00**

Duties may include routine tasks such as filing, running errands, disseminating information to on-campus departments, receiving and assisting visitors, answering and directing calls, data entry, setting up equipment and cleaning laboratory apparatus.

**Level II \$8.00 – 11.00**

Duties may include jobs performed under Grade Level I as well as balancing books, reviewing reports, setting up and maintaining databases and equipment. Job may require previous training.

**Level III \$9.00 – 12.00**

Duties may include compiling records and reports, assisting in research and administrative work, performing upgrades and/or repairs on equipment and acting as peer counselors or tutor. Critical thinking and decision-making skills are strong components of this grade level and employee must have ability to work with minimal supervision.

**Level IV \$9.50 – 13.00**

Duties include tutoring, preparation of projects, research and operation of equipment other than daily office machinery. Critical thinking and decision-making skills are strong components of this grade level and employee must have ability to work with minimal supervision.

**Level V \$12.00 and up**

Duties may include supervision of other student employees, acting as student manager, sports instruction, helping facilitate lab classes and advance operation of specific equipment or instruction. This grade level may require specific training and expertise and higher education requirements.

**Level for Graduate Assistant Pay** – begins at \$21.00\*. Graduate assistantships, contracts and pay and are funneled through The Graduate School. \*Effective Fall, 2019