



Guidelines for Student Employee Compensation

GETTING PAID

Classification and Compensation (Job Descriptions and Rate of Pay)

The University of West Georgia uses three student assistant levels for all student employees. The general job descriptions for each of these levels are described below. The pay rates for each job category are determined by the knowledge, training, skills, and level of responsibility and risk assigned to that category. We recommend that departments use these as guides to write job descriptions that are specific to your department.

Human Resources and the Student Employment Office will evaluate student positions based on the original position description submitted by a supervisor.

General Pay Plan

The Student Employee Pay Plan consist of pay grades which provides a means for the University of group comparable positions together into common ranges of pay based on job scope, complexity, and other factors. The salaries for similar positions should fall within a designated range. The ranges overlap, but each range specifies three guide points:

A Minimum (all individuals would expect to make at least this pay level)

A Midpoint (the middle amount between the minimum and maximum)

A Maximum (the most someone would expect to make for a position in a particular category)

Pay Range for 2015 – 2016 is effective starting August 1, 2015

| Category | Job Code | Minimum | Midpoint | Maximum |
|-----------------------|----------|---------|----------|---------|
| Student Assistant I | SA I | \$7.25 | \$8.00 | \$8.50 |
| Student Assistant II | SA II | \$8.00 | \$9.00 | \$10.00 |
| Student Assistant III | SA III | \$9.00 | \$10.00 | \$11.00 |

*\$7.25 is the current Federal Minimum Wage

**The maximum hourly rate any student employee can receive is \$11.00 per hour

Student Employment Classification

Student Assistant I (\$7.25 - \$8.50):

Level I positions include standard, routine duties which require minimal prior training or experience. Most often, Student Assistant I positions work with other students and are frequently supervised. This classification may be used while training for a higher level.

Typical Job Duties of a Student Assistant I may include some of the following: answering telephone, assisting students, assisting customers assisting faculty and staff, check in customers (students), check out equipment, cold calling, collect fines, complete monetary transactions, copying, create flyers/marketing materials, customer inquiries, customer transactions, data entry, facilities, faxing, filing, food service worker, image documents, lab helper (e.g. clean-up, preparation of solutions), inventory control, landscaping, maintain calendar office errands, maintain social media accounts, maintain records, move and assemble office furniture, pick up surplus items, respond to department emails, register students for events, scheduling, setup and breakdown events, sewing, sorting and routing mail, stock merchandise/supplies, tag assets, trash pickup, website maintenance, and unskilled typing.

Examples of positions may include but are not limited to: clerical assistant, custodian, delivery associate, dishwasher, grounds worker, imaging center assistant, lab assistant, library assistant, media production assistant (intermediate), mover, office assistant, office clerk, receptionist, seamstress, student caller, and surplus assistant.

Student Assistant II (\$8.00 - \$10.00):

Student Assistant II positions perform above-average duties of a complex nature requiring prior knowledge, skill, or training. Student Assistant II positions may be physically demanding and the work may be performed under difficult conditions. Students in these positions most often work with little or no supervision. This classification may be used while training for a higher level.

Typical Job Duties of a Student Assistant II may include some of the following: (items listed with Student Assistant I), carpentry, coordinate service projects, create trouble tickets, emergency dispatching, gathering programs for public access station, group tutoring, individual tutoring, lead orientation groups/tours, lead outdoor adventure trips, lead study group sessions, lead workshops, make referrals, mentoring, news broadcasts, oversee/supervise Student Assistant I's, resolve software and hardware problems, orientations, provide escorts, training, tutoring students, technology instruction, troubleshoot barriers to access, and video programming.

Examples of positions may include but are not limited to: anchor assistant, audio-visual technician, call center representative, carpenter, emergency dispatcher, media production assistant (associate), orientation leader, parking attendant, program producer, student leader, switchboard operator, trip leader, technical assistant, tutor, video journalist, and workshop leader.

Student Assistant III (\$9.00 - \$11.00):

Student Assistant III positions include exceptional student duties of a complex nature, requiring extensive prior knowledge, skill, or training. Student Assistant III positions may include strenuous and constant physical activity. Students in these positions take on a heavy workload, perform work with little or no supervision, and often have supervisory responsibilities over other students.

Typical Job Duties of a Student Assistant III may include some of the following: (items listed with Student Assistant I and II), create database-driven web projects, data analysis, develop content and graphics, emergency dispatching, emergency responses, live in classroom captioning to hearing impaired students, patrol buildings and campus, prepare teaching resources, research, transcribing, and troubleshooting for customers.

Examples of positions may include but are not limited to: classroom captioning assistant, development assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), media production assistant (senior), police dispatcher, skilled typing, student research assistant, web designer, and wolf guard.

Student Job Codes/Pay Ranges for Student Assistant Levels

Once you have determined which job description best suits your position, you must determine the student's pay rate. Your pay rate must fall within the minimum and maximum for your job description. These pay ranges are tied to the classified staff salary survey and are reviewed annually. Adjustments in the range amounts occur at the beginning of the academic year term.

Examples:

Case 1: A department wants to hire a student to answer the phones and greet customers.

This would qualify as a SA I position. The department would decide the student's pay level with a minimum of \$7.25 per hour but a maximum of \$8.75 per hour.

If the student has prior experience the department could start her out at \$8.00 because it is between the minimum and maximum amounts.

Keep in mind, if the department wants to give the student increases over the upcoming years the increases cannot have the students pay exceed \$8.75 unless her job duties change and she advances to a SA II or SA III position.

Case 2: A department hires a student leader. This student will conduct tours for visitors and answer more complex questions and may provide training. This would qualify as a SA II position. The department would decide the student's pay level with a minimum of \$8.00 per hour but a maximum of \$10.00 per hour. If the student has prior experience for the position or specific required skills the department could start the student out at \$8.50 per hour because it is between the minimum and maximum amounts.

Keep in mind, if the department wants to give the student increases over the upcoming years the increases cannot have the students pay exceed \$10.00 unless her job duties change and she advances to a SA III position.