

MANUAL Student Employment Office Career Services	SECTION Student Employment Wage Plan	NUMBER 1
SUBJECT <b>Group I and General Characteristics</b>	REVISED 08/19	PAGE 1 / 1

GROUP I

General Characteristics: Minimum or no skills, limited responsibilities, limited to no previous experience, limited or no special educational requirement.

GROUP	TITLE	P-CLASS	STEP			
			A	B	C	D
I	ATHLETIC TRAINER AIDE	*L12	11.00	11.20	11.40	11.60
I	ATTENDANT	*L01				
I	COMMUNICATIONS AIDE	*L03				
I	FOOD SERVICES AIDE	*L05				
I	GENERAL OFFICE AIDE	*L02				
I	LABORATORY AIDE	*L07				
I	PARKING ATTENDANT I	*L10				
I	RECREATION ATTENDANT	*L04				
I	RETAIL OPERATIONS SALES AIDE I	*L08				
I	STUDENT PRODUCTION AIDE	*L09				
I	STUDENT TELEMARKETING AIDE	*L06				
I	TEACHING AIDE I	*L11				
I	WINDOW WASHER AIDE	*L14				

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SUBJECT <b>Group II and General Characteristics</b>	REVISED 08/19	PAGE 1 / 2

GROUP II

General Characteristics: Some skills or training and/or related experience required, moderate level of responsibilities. Some educational requirements for certain positions. Supervises others in same positions.

GROUP	TITLE	P-CLASS	STEP			
			A	B	C	D
II	ACCOUNTING AIDE	*M31	11.20	11.40	11.60	11.80
II	ANIMAL CARETAKER	*M21				
II	ASSISTANT STUDENT MANAGER	*M16				
II	ATTENDANT SUPERVISOR	*M03				
II	AUDIO VISUAL TECHNICIAN	*M06				
II	COMMUNICATIONS AIDE II	*M11				
II	COMPUTER OPERATIONS AIDE	*M12				
II	DATA ENTRY AIDE	*M29				
II	DISABLED STUDENT AIDE	*M33				
II	ELECTRONIC/MACHINIST AIDE	*M13				
II	FOOD SERVICES ASSISTANT	*M15				
II	GENERAL OFFICE ASSISTANT	*M09				
II	GRAPHIC AIDE	*M17				
II	HOSPITAL FOOD SERVICE ASSISTANT	*M08				
II	LABORATORY ASSISTANT	*M19				
II	LIBRARY AIDE	*M22				
II	MAIL SORTER	*M14				
II	OFFICE MACHINE OPERATOR	*M23				
II	PARKING ENFORCEMENT ASSISTANT	*M30				
II	PAVILION ATTENDANT	*M04				
II	PHOTOGRAPHIC AIDE	*M24				
II	RECYCLING ASSISTANT	*M32				
II	RESEARCH/SCIENTIFIC AIDE	*M25				
II	RETAIL OPERATIONS SALES ASSISTANT	*M18				
II	STUDENT BUILDING SERVICE AIDE	*M26				
II	STUDENT COMPUTER SPECIALIST I	*M20				
II	STUDENT DRIVER HELPER	*M05				

II	STUDENT GARAGE ATTENDANT	*M10
II	STUDENT MAINTENANCE LABORER	*M07
II	STUDENT MARKETING ASSISTANT	*M38
II	STUDENT PARKING CASHIER	*M02
II	STUDENT PERSONNEL AIDE II	*M34
II	STUDENT PRODUCTION ASSISTANT	*M28
II	STUDENT SUPPLY ATTENDANT	*M01
II	STUDENT TELEMARKETING ASSISTANT	*M27
II	TEACHING AIDE II	*M35
II	TELEVISION TECHNICAL AIDE	*M36

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SUBJECT <b>Group III and General Characteristics</b>	REVISED 08/19	PAGE 1 / 1

GROUP III

General Characteristics: Increased level of skills, training and/or job related experience, greater level of responsibilities, receives only general supervision and supervising others is more common.

GROUP	TITLE	P-CLASS	STEP			
			A	B	C	D
III	ACCOUNTING ASSISTANT	*N16	11.40	11.60	12.60	13.60
III	AUDIO VISUAL TECHNICIAN ASSISTANT	*N11				
III	COMMUNICATIONS AIDE III	*N02				
III	COMPUTER PRODUCTION CONTROL AIDE	*N01				
III	ELECTRONIC ASSISTANT	*N03				
III	LANGUAGE LABORATORY AIDE	*N18				
III	LIBRARY ASSISTANT	*N07				
III	MAILING MACHINE ASSISTANT	*N17				
III	RESEARCH/SCIENTIFIC AIDE III/ ASSISTANT	*N09				
III	RETAIL OPERATIONS SALES SUPERVISOR	*N06				
III	SECRETARIAL ASSISTANT	*N12				
III	STUDENT BUILDING MANAGER	*N08				
III	STUDENT COMPUTER SPECIALIST II/ TECHNICAL II	*N14				
III	STUDENT DRIVER	*N21				
III	STUDENT EDITORIAL AIDE	*N04				
III	STUDENT MANAGER	*N05				
III	STUDENT NUTRITIONAL AIDE	*N24				
III	STUDENT PARALEGAL AIDE	*N15				
III	STUDENT PARKING ENFORCEMENT ASSISTANT	*N23				
III	STUDENT PERSONNEL AIDE III	*N19				
III	STUDENT SAFETY ASSISTANT	*N20				
III	STUDENT TEACHING ASSISTANT	*N10				
III	WORD PROCESSING AIDE	*N13				

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SUBJECT <b>Group III and General Characteristics</b>	REVISED 08/19	PAGE 1 / 1

GROUP IV

General Characteristics: Considerable level of technical skills and training and/or job related experience, considerable level of responsibilities. Receives minimal direction from supervisor.

GROUP	TITLE	P-CLASS	STEP			
			A	B	C	D
IV	CAMPUS EVENTS STUDENT MANAGER	*P08	11.93	12.57	12.97	13.67
IV	COMPUTER PROGRAMMING AIDE	*P01				
IV	ELECTRONIC TECHNICIAN	*P03				
IV	HOUSING DESK MANAGER ASSISTANT	*P15				
IV	MAINTENANCE LABORER IV	*P16				
IV	MICROCOMPUTER LABORATORY ASSISTANT	*P06				
IV	STUDENT ACCOUNTANT	*P05				
IV	STUDENT ASSOC./SHIPPING & RECEIVING	*P07				
IV	STUDENT COMPUTER TECHNICAL III	*P11				
IV	STUDENT COORDINATOR	*P04				
IV	STUDENT DENTAL ASSISTANT	*P12				
IV	STUDENT EDITORIAL ASSISTANT	*P09				
IV	STUDENT HAZARDOUS MATERIALS/ RADIATION SAFETY TECHNICIAN	*P02				
IV	STUDENT PARKING ENFORCEMENT SUPERVISOR	*P13				
IV	STUDENT TEACHING ASSISTANT IV	*P14				

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SUBJECT <b>Group V and General Characteristics</b>	REVISED 08/19	PAGE 1 / 1

GROUP V

General Characteristics: The primary responsibility must require the advanced knowledge customarily acquired by a prolonged course of specialized study; be original and creative; must require exercising discretion or independent judgment; and must be intellectual and varied in character.

GROUP	TITLE	P-CLASS	STEP			
			A	B	C	D
V	COLLEGE DOCUMENTATION COORDINATOR	*Q07	12.84	13.81	14.49	15.17
V	DESKTOP PUBLISHING AIDE	*Q02				
V	GRAPHIC DESIGNER FOR SPECIAL PROJECTS	*Q04				
V	LABORATORY RESEARCH ASSISTANT	*Q05				
V	MANAGER-MICROCOMPUTER	*Q06				
V	MEDICAL RECORDS TECHNICIAN AIDE	*Q09				
V	PAVILION SECURITY ACCESS AIDE	*Q01				
V	STUDENT COMPUTER SPECIALIST IV	*Q11				
V	STUDENT ENGINEERING ASSISTANT	*Q08				

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SUBJECT <b>Group VI and General Characteristics</b>	REVISED 08/19	PAGE 1 / 1

GROUP VI

General Characteristics: Students start at GROUP minimum with minimum experience or skills and responsibilities. Students may require certain certifications tied to the position title. As student gains experience, is given more responsibilities and requires less supervision. Student is eligible for yearly one-step increases. With departmental approval, a student with prior experience similar to listed job duties may start at a higher hourly wage.

GROUP	TITLE	P-CLASS	STEP			
			A	B	C	D
VI	STUDENT AEROBICS/ PERSONAL INSTRUCTOR	*T01	11.13	12.38		
VI	STUDENT ATTENDANT MANAGER	*Y01	11.75			
VI	STUDENT FITNESS TRAINER	*V01	17.51			
VI	STUDENT NURSING ASSISTANT	*U02	15.00			
VI	STUDENT ORIENTATION LEADER (STUDENT DEVELOPMENT SERVICES ONLY)	*R03	11.00			15.17
VI	STUDENT PATHOLOGY LAB AIDE	*X01	15.17			
VI	STUDENT PATROL	*R02	11.00	11.20	11.40	11.60
VI	STUDENT PATROL – TEAM LEADER	*R07	11.93	12.57	12.97	11.67
VI	AMERICA READS	*W01	13.00			
VI	STUDENT REHABILITATION AIDE (HOSPITAL ONLY)	*S01	12.84	13.81	14.49	15.17
VI	STUDENT RESIDENT ADVISOR (CAMPUS HOUSING ONLY)	*R03	11.00			15.17