**Placement Instructions:** Departments are responsible for the recruitment and placement of all student assistant/work study positions. All student assistant/work study student assistants must be hired/placed in one of the four classification levels outlined on the Student Assistant/Work Study Salary Schedule which will determine the hourly rate. Requests to place students in Classification Level IV must be approved by the appropriate administrator.

|  |  |
| --- | --- |
| Range Levels | Salary RangeMin – Mid – Max |
| Range IRequires basic skills, knowledge or abilities. Performs routine tasks which can be learned relatively easily and require only nominal judgment, analysis or decision-making skills. Limited responsibilities. Lower end of the range assumes considerable on-the-job training and direct supervision. | $9.00 – $9.75 – $10.50 |
| Range IIRequires intermediate skills, knowledge or previous training. Performs routine and non-routine tasks, which require considerable on-the-job training and/or skills. Some job-related experience. Frequently, jobs at this level require discretion in judgment and decision-making. Ability to work under general supervision. | $9.25 –$11.00 – $12.75 |
| Range IIIRequires advanced skills, knowledge from prior experience or moderate training. Performs a variety of skills tasks requiring previous experience and/or specialized education. Work requires considerable discretion in judgment and decision-making. Ability to work under minimal supervision. | $10.60 –$12.75 – $15.00 |
| Range IVRequires highly specialized skills, extensive knowledge of relevant university policies, procedures and preferred practices. Performs highly complex assignments requiring specialized knowledge and previous experience. May be responsible for projects/assignment from the initial stage through evaluation. Ability to work under minimal supervision.  | $12.75 –$15.00 – $17.26 |

**Salary Recommendations: Initial appointments should normally not exceed the midpoint of the range. Student employees whose job responsibilities/duties are changing or increasing may be reclassified to a new salary rate. The new hourly rate may fall within the existing pay level or within a new level.**