**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.

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| Range Levels | Salary Range  Min – Mid – Max |
| Range I  Requires 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 II  Requires 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 III  Requires 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 IV  Requires 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.**