Any student working in a part-time position on campus must be paid off the Student Salary Schedule. A student is defined as an individual taking more than 5 credits per quarter. An individual taking 5 or fewer credits will be paid in accordance with AP 4700, Hourly Compensation Schedule for Non-Student Employees.

**CATEGORY I: General**

- Athletics: Participate in locker room, towel cage, equipment repair and checkout services.
- Bookstore: Stocks shelves, receives freight, dusts, assist customers in finding merchandise.
- Word Services: Uses a variety of equipment (binder, copier, computer, paper cutter, paper drill) to complete print orders.
- Dorms: Resident Assistant or Head Resident – Assists the Director in ensuring the smooth running of the resident halls. Completes duties per schedule.
- Office Assistant: Performs routine clerical work such as filing, shredding, making copies, folding brochures and may answer phones as needed. This category includes all office assistant positions regardless of department assigned.
- General Labor: Works under close supervision performing assigned work. Includes: Painter Helper, Maintenance Helper, Grounds Helper, Field Worker, Custodian Helper, Events Crew, Security Monitor Inventory Assistant and Shop Attendant.
- Aviation: Works under the direct supervision of the Aviation Department. Includes Mechanics Assistant and Flight Line Assistant.
- Childcare Attendant/Aide: Assists with supervision of children’s activities. Washes & disinfects furniture, toys and equipment, takes attendance, assists with meals & snacks.
o Library Aide/Assistant: Shelves books, periodicals and newspapers. Assists with check-in, processing new materials, filing, minor mending, searching for materials and special projects as needed.

o General Academic Support: Includes tutors, peer tutors, lab assistants (regardless of department), placement testing aides or assistants, DSS Note Takers & Scribes, DSS Typist, ITV/AV Room Assistant, Computer Support Tech.

o Miscellaneous: Includes Art Models

**CATEGORY II: Technical/Professional $9.80 per hour**

o BBT Support: Works under the direct supervision of the BBT Department. Includes: Network Administration Assistant and BBT Assistant

o Office Tech: Utilizes software to create and generate spreadsheets, reports, etc. Performs data-entry functions and has some decision-making ability.

**CATEGORY III: Peer Support $10.15 per hour**

o Works under the direction of the Student Success Center. Includes: Supplemental Instruction Leaders and Math Emporium Model Leaders.

**CATEGORY IV: Associated Student Body Varies per hour**

o Works under the direction of the Director of Student Activities. Students selected to fill ASB Officer, Programmer, and Mascot positions will receive a rate of pay determined by the Director of Student Activities in consultation with the Human Resources Office.

Rates of pay beyond those noted in this document must have prior approval from the VP of Human Resources & Labor.