

1.0 PURPOSE

The purpose of this administrative procedure is to define the pay scale and rules for student employees working at Big Bend Community College (BBCC).

The Student Employment Office is responsible for working with the Human Resources Office to post and track all student employment, including work-study, positions on campus.

2.0 SCOPE

Any student working in a part-time position on campus must be paid according to the Student Salary Schedule. For the purposes of this procedure, a student is defined as an individual taking more than five (5) credits per quarter. An individual taking five (5) or fewer credits will be paid in accordance with AP 4700, Hourly Compensation Schedule for Non-Student Employees. Students may not hold the position of Head Coach or Assistant Coach at BBCC

3.0 DEFINITIONS

4.0 PROCESS

The following positions are paid at the current Washington state minimum wage as determined by the Department of Labor and Industries. The Human Resources Office will notify the Student Employment Office in December of the minimum wage for the upcoming calendar year.

Athletics and Athletic Events: Participate in locker room, towel cage, equipment repair, checkout services, event set-up and take down, and gym and athletic field maintenance.

Bookstore: Stock shelves, receive freight, dust, vacuum, and assist customers in finding merchandise.

Word Services: Use a variety of equipment (binder, copier, computer, paper cutter, and paper drill) to complete print orders.

Residence Halls: Resident Assistant or Head Resident – Assist the Director in ensuring the smooth running of the resident halls. Complete duties per schedule.

Clerical Support: Perform routine clerical work such as filing, shredding, making copies, folding brochures and answering phones as needed. Utilize software to create and generate spreadsheets, reports, etc. Perform data-entry functions and may have some decision-making ability. This category includes all clerical support 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 Mechanic Assistant and Flight Line Assistant.

Childcare Attendant/Aide: Assist with supervision of children's activities. Wash and disinfect furniture, toys and equipment, take attendance, and assist with meals and snacks.

Library Aide/Assistant: Shelve books, periodicals and newspapers. Assist with check-in, processing new materials, filing, minor mending, searching for materials and special projects as needed.

General Academic Support: Includes tutors, peer tutors, lab assistants (regardless of department), placement testing aides or assistants, Disability Support Services (DSS) Note Takers & Scribes, DSS Typist, Computer Support Tech.

Art Models.

Big Bend Technology (BBT) Support: Work under the direct supervision of the BBT Department; includes Network Administration Assistant and BBT Assistant.

Peer Support: Work under the direction of the Student Success Center or the STEM Center; includes Supplemental Instruction (SI) Leaders and Math Emporium Model Leaders.

End of document: Legal References