



Student Salary Schedule & Level Requirements

Effective 7-1-17

Student Assistant

(\$12.00)

DUTIES

Duties are those which may be readily learned by an individual with limited or no previous knowledge or experience in the work assignment. Under supervision and after training, performs any of a variety of repetitive clerical or manual duties in an assigned campus department or program. Works under close supervision and receives training on the job.

QUALIFICATIONS

Education: Completion of formal or informal education sufficient to assure the ability to read, write, and speak at the level required for successful job performance.

Experience: No experience required.

Ability to: Understand and carry out written and oral directions; learn basic job routines after training; learn to operate tools and equipment accurately and safely after training; work cooperatively with others; lift and carry supplies and objects if required of specific job assignment.

FALL&SPRING SESSIONS: ALL STUDENT EMPLOYEES MUST BE ENROLLED IN SIX OR MORE UNITS TO BE ELIGIBLE FOR STUDENT EMPLOYMENT.

***(NOT TO EXCEED 20 HOURS/WEEK TOTAL)**

SUMMER SESSIONS: ALL STUDENT EMPLOYEES MUST BE ENROLLED IN THREE OR MORE UNITS TO BE ELIGIBLE FOR STUDENT EMPLOYMENT.

***(NOT TO EXCEED 34 HOURS/WEEK TOTAL)**