Student Salary Schedule & Level Requirements
Effective 1-1-17

Level I - Student Assistant I ($10.50)
This is an entry-level position for student employment.

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.

Level II - Student Assistant II ($10.50)
This is an intermediate level position for student employment.

DUTIES
Duties generally require a semi-skilled individual with some training, experience or demonstrated ability to perform tasks of an intermediate nature. May require previous knowledge of the work area and/or experience with tools equipment or computers. Under general supervision performs any of a variety of semi-skilled clerical or manual duties in as assigned campus department or program. Works under general or moderate supervision.

QUALIFICATIONS
Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.
Experience: Approximately one year of previous work experience, or demonstrated ability to perform tasks of an intermediate nature.
Ability to: Understand and carry out written and oral directions; perform semi-skilled tasks in assigned work area with minimal training; operate tools and equipment accurately and safely; maintain records; work with some independence under general supervision; work cooperatively with others; work outdoors and lift supplies and objects if required of specific job assignment.
Level III - Student Assistant III ($10.50)

This is the specialist level position for student employment.

DUTIES
Duties generally require an individual with specialized skills or abilities and often require the ability to communicate skills or expertise to others. May include work off campus. May involve some supervision or training of other student employees. Under limited supervision performs any of a variety of specialized duties in an assigned campus department or program.

QUALIFICATIONS

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of experience in an area of specialization required by the Work assignment. College course work in the specialty may substitute for required experience.

Ability to: Understand and carry out written and oral directions; perform specialized tasks in assigned work area; communicate skills or knowledge of specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and life supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.

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 20 HOURS/WEEK TOTAL)*

Board Approval: 12/13/16