

Job Classification and Pay Rates prior to 7/1/2017

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Pay Rates (Effective January 1, 2017)

Minimum to Maximum

Title:

- Student Assistant I \$9.30* to \$10.83
- Student Assistant II \$9.43 to \$12.13
- Student Assistant III \$10.57 to \$13.54
- Student Assistant IV \$11.84 to \$15.16
- Student Assistant V \$13.26 to \$16.93
- Student Assistant VI \$14.84 to \$18.00**

*9.30 is the current **Colorado minimum wage**

**\$18.00/hr is the campus maximum for a student employee.

Student Employment Job Class Descriptions

STUDENT ASSISTANT I (4101):

This class describes unskilled or entry-level training positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.

Some UCCS examples of work or positions may include: filing, reception, library assistant, sorting and routing mail, unskilled word processing, lab helper (e.g. clean-up, preparation of solutions), custodian, or food service worker.

STUDENT ASSISTANT II (4102):

This class describes routine and repetitive work where there is variation of duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.

Some UCCS examples of work or positions may include: switchboard operation, groundskeeper, day care aide, library assistant, clerical/office/staff assistant, manual labor, audio-visual technician, parking attendant (issuance of citations), data entry, reception, grader, testing assistant, art model, childcare aide, duplicating and printing assistant, or simple lab work.

STUDENT ASSISTANT III (4103):

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

Some UCCS examples of work or positions may include: skilled typing, leadworker, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), security worker, vehicle driver, 2nd year clerical/office support assistant, computer operator, technical assistant, peer advisor, cashier (entry), police dispatcher intern, or daycare group leader.

STUDENT ASSISTANT IV (4104):

This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience or skill to perform duties independently. Generally requires 3-4 semesters or equivalent experience.

Some UCCS examples of work or positions may include: advanced clerical/office staff assistant (e.g. 3rd year in position which now requires extensive job responsibility and autonomy), advanced technical assistant, accounting assistant, computer programmer aide, personal computer specialist, lab researcher (moderate supervision), tutor, peer advisor (advanced), cashier (experienced/trained), or police dispatcher.

STUDENT ASSISTANT V (4105):

This class describes supervisory and/or advanced level positions. Supervisory employees supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work, approve leave, and counsel employees on performance. Duties at the advanced level are typically more complex. Employees perform without direct supervision (except for infrequent occasions involving the most complex situations). Work is typically reviewed for end result. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience.

Some UCCS examples of work or positions may include: food service student supervisor, advanced lab assistant (runs own subjects, may supervise lab helpers) clerical supervisor, custodial supervisor, computer programmer (requires original coding), or advanced technical accounting, web page administrator, statistical analyst, various other positions in which this employee supervises 3 or more subordinate employees, program specialists, or student services specialists.

STUDENT ASSISTANT VI (4106):

This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Supervisory employees supervise three or more subordinates with at least one being a Student Assistant III. Graduate level employees possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. [This job class should not be confused with the student faculty 400 series job classes].

Some UCCS examples of work or positions may include: teaching assistant, entry level accountant, library technician, student services specialist, computer programmer (highly advanced), engineering specialist, grant writer, various other positions in which employee supervises 3 or more subordinate employees including at least one being a Student Assistant III.

Compensation Plans

Every employer is required to submit compensation plans that outline the pay structure of their department. This is included in the Student Employee Position Offer. The department will maintain them and make them available to all students if requested.