Managers Information

The Office of Human Resources and Payroll Services asks that all hiring managers employing student employees, whether they are federal or trust funded, review the new wage structure for university students. We have researched and prepared a fair and equitable wage structure to provide our students with a cost of living adjustment during their time as a student employee with the university.

We ask that all hiring managers familiarize themselves with the three wage charts. Managers will be responsible for determining the appropriate rate based on the wage structure, years of student employment and position classification of the student.

A position classification chart has been created. It is not intended to be an exhaustive list, however, it provides current positions that student employees are employed in. This guide is to assist managers in determining the appropriate wage.

If you should have any questions please contact the Office of Human Resources and Payroll Services at X3172.
Peer Tutoring Wage Structure  
(Effective January 12, 2014)

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Hourly Rate</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Peer Tutor</td>
<td>$10.00</td>
<td>First year student tutor with the successful completion of the 12 hour tutor training seminar</td>
</tr>
<tr>
<td>Second Year Peer Tutor</td>
<td>$10.25</td>
<td>Position requires an advanced level of job training. Returning students will have tutored two semesters with at least 65 minimum hours of tutoring based on a 5 hour a week schedule and has completed all prerequisite training required of peer tutor; (Fall/Spring)</td>
</tr>
<tr>
<td>Third Year Peer Tutor</td>
<td>$10.50</td>
<td>Position requires an advanced level of job training; returning students will have tutored for at least four semesters with 130 minimum hours of tutoring based on a 5 hour a week schedule and has completed all prerequisite training required of peer tutor</td>
</tr>
<tr>
<td>Four or more years Peer Tutor</td>
<td>$10.75</td>
<td>Position requires an advanced level of job training; returning students will have tutored for four or more semesters with at least 195 minimum hours based on a 5 hour a week schedule and has completed all prerequisite training required of peer tutor</td>
</tr>
</tbody>
</table>

**Group Tutor Sessions:** sessions with 2 or more tutees will be paid an extra stipend per session in the amount of $2.50; requires three hour group tutor training completed prior to group sessions.

*Hiring supervisors are responsible for tracking minimum hours worked in the academic year and relevant training for all peer tutor hires. Students must maintain a 3.0 grade point average when serving as a peer tutor. *Managers are responsible for providing appropriate hourly rate during the employment period for a student. If a student is not placed in the appropriate pay tier, no retroactive payment will be made; it will be corrected in the next issuance of payroll.*
Para-Professional Wage Structure
(Effective January 12, 2014)

First Year Tier Para Professional $9.25
First year students employed into a para-professional role that requires certification and or specialized training must provide relevant certification as required for the role and or provide appropriate references for the on the job training received previously.

Second Year Tier Para Professional $9.50
Second year para-professional will have accepted more responsibility in the role within the last academic year with a proven track record of second year student experience in related position or requires a specialized skill/certification. Must provide relevant certification as required for the role and or provide appropriate references for on the job training received previously.

Third Year Tier Para Professional $9.75
Para professional will have accepted progressively more responsibility in the role within the previous academic years with proven track record of third year student experience in related field and or requires a specialized skill/certification. Must provide relevant certification as required for the role and or provide appropriate references for the on the job training received previously.

Four or more years Tier Para Professional $10.00
Para professional will have a proven record of progressive responsibility within the department and position over the previous academic years with proven track record of relevant and related student experience and or requires a specialized skill/certification. Must provide relevant certification as required for the role and or provide appropriate references for the on the job training received previously.

*If position is deemed a peer student supervisor they will be placed into the next highest tier level from the tier that is their current designation. Supervisors are responsible for noting appropriate pay tier in this circumstance. If a student is not placed in the appropriate pay tier, no retroactive payment will be made; it will be corrected in the next issuance of payroll.
General Student Worker Wage Structure  
(Effective January 12, 2014)

**Student Workers – First Year**  
$8.50  
Entry level positions that do not require pre-requisite skills, knowledge, training or certification. Examples include clerical, library, recreation services desk, etc.

**Student Workers - Second Year**  
$8.75  
Positions that require some general skills, knowledge and training. This level is for returning students who have completed at a minimum two semesters of work study.

**Student Workers - Third Year**  
$9.00  
Positions that require progressively more responsibility and experience within position. This level is for returning students who have completed at a minimum four semesters of work study.

**Student Workers - Four or more years**  
$9.25  
Positions that require experience and proven track record of experience and or training within the role. This level is for returning students who have completed six or more semesters of work study.

*Managers are responsible for providing appropriate hourly rate during the employment period for a student. If a student is not placed in the appropriate pay tier, no retroactive payment will be made; it will be corrected in the next issuance of payroll.*
Job Classification for Student Employment

Please find the list of student positions classified per designation, this is not an exhaustive list but to serve as reference when determining hourly rate:

Tutors
Peer Tutors

Para-Professional
IT Help Desk
Lifeguard
Web Managers
CPM Event Management Staff
Building Manager
Student Supervisors
Sports Medical Aid
Group Exercise Instructor
Technical Crew Student
Public Ad Announcer
Webcast Announcer
Photographer/Videographer
Art Curator
Engineering Drafter
Admissions Lead Tour Guide
Blogger
Press Room Assistant
Van Driver

Student Workers
Intramural Coordinator
Laboratory Assistant
Library Assistant
Clerical/Office Assistant
Recreation Center Attendant/Staff Desk support
Maintenance Student Worker
Box Office Students
Tour Guides
Athletic Events Worker
Front Desk Attendant
Phone-A-Worker
Ambassador for Residence Life
Lab Monitors