

**Student Financial Affairs
Job Classifications and Starting Pay Ranges
For Student Employees
Effective September 2009**

Class: 1

***Starting Pay Range: \$7.25 to \$8.12**

Minimal Technical Ability/Minimal Responsibility

Answering phone	Assembling & addressing mailouts
Mailing bulletins	Running errands
Stuffing envelops	Xeroxing
Binding Reports	Checking & sorting samples or files
Clipping news articles	Coding
Collating papers	File clerk
Posting jobs on bulletin boards	Sorting Mail
Mounting Samples	Cleaning lab equipment
Grounds keeper or greenhouse maintenance worker	Janitorial: wash windows, wash/wax floors, shampoo rugs, clean rugs, etc.
Lifting, moving, shelving books	Moving furniture or supplies
Painting or refinishing (for) maintenance	Pest Control

Class: 2

***Starting Pay Range \$8.12 to \$8.62**

Average Technical Ability/Minimal Responsibility

Chemical solution preparation	Running media center equipment: projector, etc. (audio-visual aide)
Routine lab analysis	Running office machinery: adding machines
Supervised research	duplicating machines
Loose-leafing (law school)	
Proofreading	
Construction labor	
Farm labor	

Class: 3

***Starting Pay Range \$8.62 to \$9.12**

Minimal Technical Ability/Average Responsibility

Handling requisitions	Typing: routine, nontechnical (35 wpm)
Inventory	Paper grading
Invoicing, billing	Courier (Med. Center)
Pricing clerk	Equipment delivery
Processing books or films	Mail delivery
Sales clerk	Security guard
Warehouse & stock clerk	Student night patrol
Night clerk/service desk clerk	Traffic control
Receptionist	Traffic surveying
Room attendants:	Truck/bus driving (chauffeur's license)
weight room	Animal care
reading room	
locker room	
linen room	
game room, etc.	

Class: 4

***Starting Pay Rang: \$9.12 & \$10.12**

Average Technical Ability/Average Responsibility

Accounting/bookkeeping
Data analysis/reduction
Literature searching
Field work:
 mapping
 surveying, etc.
Equipment maintenance

Unsupervised lab analysis
Announcer (radio & TV)
Tape dubbing (radio)
Keypunching
Cashier
Nursery/Kindergarten aide
Nursing aide

Class: 5

***Starting Pay Range: \$10.12 to \$11.11**

Unusual or Unique Technical Ability and/or Above Average Responsibility

Art work, illustrating, graphics
Drafting, charting, graphing, diagramming
Building exhibits or displays
Drawing layouts, lettering
Modeling for art classes
Photography
Composing letters
Editorial assistant
News/technical writing
Translating (foreign language)
Engineering assistants
Youth leaders/program assistants
Equipment repair

Unsupervised research
Computer programming
Shorthand
Typing: transcribing
 technical
 unusual speed & accuracy
Cottage parents
Lifeguard
Personnel supervision
Teaching crafts
Tutors/counselors
Pharmacy assistants
Stagehand

Class: 6

***Starting Pay Range: \$11.11 & up**

Special Classifications: work requiring advanced education, special training or licensing which may be intermittent

Legal research assistant
Resident assistant
Accountant
Nuclear reactor operator
Specialist
Nursing
X-ray technician
Technical director

Audio-visual technician
Electrical technician
Transmitter engineer (FCC license)
Crew chief
Lighting director
Sound and light operator
Sound director

* Pay ranges within classes are intended to permit the employer to evaluate and recognize past experience or other qualities the applicant brings to the position.