

Job Grade Classifications

The grade level determined for each student employment position is based upon the skill level and qualifications required for each position.

Use the **Skills Checklist** for help determining a job's grade classification.

Once the Job Grade Classification has been determined, use the **Wage Scale** to find the appropriate pay rate.

Grade Level 1

Routine tasks with minimal responsibility; little or no special skills or previous training required; student will be trained; employee is well-supervised.

Grade Level 2

Previous training or experience may be necessary; must possess some special skills with some level of competence; training may be necessary for certain aspects; some supervision provided; employee should have completed some undergraduate courses.

Grade Level 3

Previous training or experience necessary; independent judgment; high degree of mental activity and/or manual dexterity required; must possess special skills with high level of competence; student usually works independently with no direct supervision; should have completed some undergraduate education.

Grade Level 4

May require a graduate student with courses in a specified area; must possess special skills and have previous experience in the area with a high level of competence; independent judgment and a high degree of mental activity and/or manual dexterity; advanced technical experience; training, instruction and/or supervision of others may be involved.

Grade Level 5

For student employment not meeting the above four pay grade classifications, contact the Student Employment Center.