

Job Grade Classifications

Grade	0/Entry	1	2	3	4
Skills/Knowledge	<ul style="list-style-type: none"> Little to no prior knowledge required. Acquires job skills to perform routine tasks. 	<ul style="list-style-type: none"> Some prior knowledge required. Acquires job skills to perform routine tasks. 	<ul style="list-style-type: none"> Applied basic skills and procedures appropriate for the position within assigned functional area. Acquires job skills to perform routine tasks. 	<ul style="list-style-type: none"> Has learned the basic skills and routine tasks necessary. Beginning to learn advanced skills and gaining an understanding of the total process flow. 	<ul style="list-style-type: none"> Possesses all basic and some advanced skills and knowledge. Has a thorough understanding of the total process flow.
Duties and Tasks	<ul style="list-style-type: none"> Be present, monitor facility. Follows existing policies, practices and procedures. Refers questions and problems to higher levels. Identifies and reports quality concerns. 	<ul style="list-style-type: none"> Simple and repetitive. Follows existing policies, practices and procedures. Refers questions and problems to higher levels. Identifies and reports quality concerns. 	<ul style="list-style-type: none"> Simple and repetitive. Follows existing policies, practices and procedures. Refers questions and problems to higher levels. Identifies and reports quality concerns. 	<ul style="list-style-type: none"> Varied but standardized; semi-routine in nature. Ability to recognize deviation from accepted practice is required. Judgment and analysis are sometimes required in resolving problems and making recommendations. 	<ul style="list-style-type: none"> Moderately complex in nature. Judgment and analysis are required in resolving problems and making recommendations. Insures that all details of a task are accomplished properly.
Personal Competencies	<ul style="list-style-type: none"> Waits for instructions to perform tasks Does not interact with others from other work areas. Attempts to understand and meet quality standards. 	<ul style="list-style-type: none"> Hesitates to ask questions and seek direction. May interact with others from other work areas. Understands and meets quality standards. 	<ul style="list-style-type: none"> Willingly asks questions and seeks direction. Works with others from other work areas. Understands and meets quality standards. Supports new ideas and helps to implement them. 	<ul style="list-style-type: none"> Willingly shares skills and knowledge. Effectively gives and receives feedback. 	<ul style="list-style-type: none"> Sets good examples for others; good role model. Participates in continuous improvement efforts. Considers the impact on the customer when making decisions. Uses judgment and tact.
Supervision Given and Received	<ul style="list-style-type: none"> Works under direct supervision. No decision making Follows detailed instructions and reports any deviation to lead/supervisor. 	<ul style="list-style-type: none"> Works under direct supervision. Follows detailed instructions and reports any deviation to lead/supervisor. 	<ul style="list-style-type: none"> Works under direct supervision. Follows detailed instructions and reports any deviation to lead/supervisor. 	<ul style="list-style-type: none"> Receives general instructions on routine work, detailed instructions on new assignments. Occasionally provides functional guidance to peers. 	<ul style="list-style-type: none"> Works under minimum supervision. Assignments are received in the form of results expected, due dates and general procedures to follow. May provide functional guidance to student employees.
Proficiency	Acquires skill in operating standard office equipment.	Refines skills in operating standard office equipment.	Operates standard office equipment	Demonstrates proficiency with standard office equipment.	Demonstrates proficiency with standard office equipment.
Salary Grade	0/Entry	1	2	3	4

Student Employment 2017-18 Pay Grade Ranges

Grade	Minimum	Target	Maximum
0	\$9.30	\$10	\$11.50
1	\$9.50	\$11.50	\$13.25
2	\$10.50	\$13.25	\$15.50
3	\$11.50	\$14.25	\$16.75
4	\$13.00	\$16.25	\$19.00