

**STUDENT ASSISTANT MATRIX**

PAYROLL TITLE	TITLE CODE	SCOPE ☐ Nature of work ☐ Impact of work	GUIDANCE ☐ Level of supervision or direction received. ☐ Decision making independence. ☐ Leading or supervising others.	KNOWLEDGE ➤ Experience and training ➤ Type of knowledge applied	PROBLEM-SOLVING ☐ Difficulty ☐ Level of analysis ☐ Use of creativity ☐ Use of resources	COMMUNICATION ☐ Nature of contact ☐ Types of communication ☐ Collaboration	PAY SCALE ☐ Pay Scale Levels ☐ Dependent on experience ☐ Annual increases
<b>Student Assistant II</b>	4921	Performs a variety of clerical and/or manual related duties that are unskilled or semi-skilled in nature and do not require extensive skill, training, or experience.	<p>Work is performed under close supervision or in accordance with clearly defined procedures.</p> <p>Receives detailed instructions on new assignments and work is assigned, scheduled, and prioritized by others.</p> <p>No responsibility for supervising other employees.</p>	<p>Typically requires on-the-job training to learn specific work procedures and experience sufficient to operate office equipment.</p> <p>Requires basic knowledge of administrative activities and established methods and procedures within work area.</p>	Resolves routine and recurring problems by referring to established and/or documented administrative procedures.	<p>Exchanges information with co-workers and responds to routine communication requests from the campus community and/or general public.</p> <p>Seeks and establishes clarification on work assignments and processes.</p>	<p>Entry-level salary range: \$19.17-\$20.17</p> <p><i>Entry pay is dependent on the level of experience</i></p> <p>Recommended annual salary increase of \$1/year</p> <p>Salary Maximum \$27.00</p>
<b>Student Assistant III</b>	4920	Performs a variety of skilled duties in support of academic research projects, student advising and contact with the public. Performs clerical and manual duties that involve limited use of specialized skills.	<p>Work is performed under supervision.</p> <p>Receives detailed instructions on new assignments and assistance from supervisor in prioritizing work.</p> <p>Work is performed according to established procedures with exceptions resolved by a supervisor.</p> <p>May provide training and guidance to others.</p>	<p>Typically requires related experience, transferable skills, and/or formal training.</p> <p>Requires knowledge and understanding of the unit's programs or activities as well as University and departmental administrative guidelines.</p>	<p>Identifies, clarifies, and resolves problems requiring limited collaboration with others. May require interaction with people outside the immediate department/program.</p> <p>Identifies and uses appropriate resources to complete assignments.</p>	Provides interpretation and procedural information utilizing appropriate communication methods to the campus community and the general public.	<p>Entry Salary Range: \$21.17-\$22.17</p> <p><i>Entry pay is dependent on the level of experience</i></p> <p>Recommended annual salary increase of \$1.50/year</p> <p>Salary Maximum \$35.00</p>

STUDENT ASSISTANT MATRIX, (Cont'd)

<p><b>Student Assistant IV</b></p>	<p>4919</p>	<p>Performs a variety of complex duties in support of academic research projects. Performs clerical, manual, advising, and/or public contact duties that require the use of specialized skills.</p>	<p>Work is performed under supervision.</p> <p>Receives detailed instructions on new assignments and assistance from supervisor in prioritizing work.</p> <p>Work is performed according to established procedures with exceptions resolved by a supervisor.</p> <p>May provide training and guidance to others.</p>	<p>Typically requires extensive related experience, transferable skills, and/or formal training or course work.</p> <p>Requires knowledge of how unit and/or program activities and functions are integrated into the broader organization.</p>	<p>Resolves problems that are nonstandard, lack applicable guidelines, and may set precedents.</p> <p>Perform a variety of activities to solve and/or prevent problems and improve work results including:</p> <p>Gathering, integrating, and interpreting a variety of information.</p> <p>Identifying and using resources to create new approaches.</p>	<p>Develops contacts and working relationships with others outside of the department.</p>	<p>Entry Salary Range: \$23.17-\$24.17</p> <p><i>Entry pay is dependent on the level of experience</i></p> <p>Recommended annual salary increase of \$2/year</p> <p>Salary Maximum \$55.00</p>
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