Student Employment

Job Titles versus Working Titles

Job Titles

Job titles are formal titles assigned to designate types of duties performed by an employee and assign specific wage range.

Specific job codes are assigned in order to enter the title in the HRS payroll system.

There are three (3) main titles used for student employment:

- Student Help (94870)
- Student Help Intermediate (94871)
- Student Help Advanced (94872)

The job titles listed below require prior approval from Human Resources:

- Student Help Residence Hall (94873)
  - this is only used by Residence Life for Community Advisors paid via lump sum
- Student Help Special (94874)
  - this is only used if unique position requiring special hours tracking; paid via lump sum

The pay rate (hourly wage) is determined by the degree to which the expected duties of the position fall within the scope of each title.

Working Titles

Working Titles are titles that are concise and more completely state the employee’s title within the department.

It is the only way the student has to be able to differentiate between multiple jobs for time entry.

The working title is entered into the HRS payroll system.

Include the department name within the working title.
If the student is a STEP (Academic Excellence) student, include STEP in the working title.
Title should be short but descriptive

Examples of Working Titles:

- Music Oboe Teacher
- STEP Art Assistant
- Fac Mgmt Custodian
Job Title: Student Help  

HRS Job Code: 94870

Work is performed under fairly close supervision. Procedures and tasks are well established. Decision making is limited. Consequence of error is minimal to correctable. Accountability and scope of operation are low to moderate. Work is frequently reviewed. No leadership role assigned to worker. No previous skill or technical knowledge is required. Training takes place on the job.

Skill level:  
- "Being there"
- Tasks and duties are routine
- Accountability is minimal
- Procedures are well established
- Errors are corrected with ease
- All/most of work done is reviewed

Wage Range:  
$7.25 to $9.25 per hour

Job Title: Student Help Intermediate  

HRS Job Code: 94871

Work that requires, for a portion of the time, some independent judgment and initiative, and/or previous skill or technical knowledge.

Skill Level:  
- Errors are correctable
- Accountability is increasing
- Scope of work reaches across department
- Few unpleasant/undesirable tasks hence little difficulty in finding people to do the job
- Work is reviewed periodically
- Procedures are general, worker must exercise some judgment
- Easily acquired skills
- Generous supply of workers with the required skill, specialized knowledge or experience are available

Wage Range:  
$7.90 to $12.00 per hour

Job Title: Student Help Advanced  

HRS Job Code: 94872

Work that requires, for a major portion of the time, some advanced or specialized knowledge, skill or ability. Work that may involve some supervisory responsibilities; Includes graduate students and duties in teaching or administration requiring advanced discipline, skill or knowledge.

Skill Level:  
- Accountability may include work done by others
- Leads others in work (2-3 people, less than 50% of time)
- Errors may result in problems, but correctable
- Scope of operation reaches other work units both horizontally and/or vertically
- Work is reviewed occasionally
- Supply of workers with the required skill, specialized knowledge or experience is limited
- Skills and knowledge required more complex

Wage Range:  
$8.90 to $17.00 per hour