Pay Rate Regulation

Supervisors are responsible for setting the hourly pay rate of their student employees in accordance with the current Student Employment Job Class Descriptions, and the Student Employment Pay Matrix (both below). Student employees cannot be paid below the minimum wage standard, which is specified in the Student Employment Pay Matrix, and dictated by State and Federal regulation. Student employees must be paid at or above the State or Federal minimum wage, whichever is higher at any given time.

More information on the Colorado minimum wage is available on the [Colorado Division of Labor](http://www.colorado.gov) website.

If a student is being paid a fixed fee for a project, the hours to complete the project must be taken into account when calculating the payment total to ensure the wages are at or above the minimum wage standard.

Students cannot be paid higher than the maximum pay for the Student Assistant VI level. When changing the student’s pay rate, first determine if the new pay rate still coincides with the pay range associated with the student’s job code/class. If the new rate still coincides with the range, enter new amount and approve the change. If the new rate falls outside of the current code/class, employers will need to make sure the student’s job description has changed and the student’s job code/class is updated within Position Data in HCM. Student Employment Office

Student Employment Job Class Descriptions

2015-2016

**STUDENT ASSISTANT I**

- **Job Code/Class = 4101**
- **Pay Range = $8.23 to $10.52**

This class describes unskilled or entry-level training positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.

Some examples of work or positions may include: filing, reception, sorting and routing mail, unskilled typing/word processing, unskilled lab helper (e.g. clean-up, preparation of solutions), custodian, food service worker, and library assistant/aide.

**STUDENT ASSISTANT II**

- **Job Code/Class = 4102**
- **Pay Range = $10.25 to $11.78**

This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.

Some examples of work or positions may include: switchboard operation, groundskeeper, building security guard, day care aide, library assistant, clerical_office/staff assistant, manual labor, audio-visual technician, parking attendant (issuance of citations), data entry operator, grader, testing assistant, art model, childcare aide, duplicating and printing assistant, music assistant, lab helper with minimal responsibility, and receptionist (closely supervised).
STUDENT ASSISTANT III
Job Code/Class = 4103
Pay Range = $11.48 to $13.20

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

Some examples of work or positions may include: skilled typing, lead-worker, police dispatcher, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), public safety guard, vehicle driver, 2nd year clerical/office/support assistant, computer operator, day care group leader, and security worker, technical assistant, peer advisor, cashier (entry), police dispatcher intern, clerk typist, word processor, secretary, student assistant, tutor/grader, administrative assistant, nursing assistant, laboratory researcher (some supervision), course evaluator, or skilled data entry worker.

STUDENT ASSISTANT IV
Job Code/Class = 4104
Pay Range = $12.85 to $14.78

This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience or skill to perform duties independently. Generally requires 3-4 semesters or equivalent experience.

Some examples of work or positions may include: accounting technician, bus driver, microcomputer specialist, draftsperson, electronic technician, or storekeeper.

STUDENT ASSISTANT V
Job Code/Class = 4105
Pay Range = $14.39 to $16.55

This class describes supervisory and/or advanced level positions. Supervisory employees supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience.

Some examples of work or positions may include: food service student supervisor, lab assistant supervisor, clerical supervisor, day care group leader, custodial supervisor, computer programmer (requires original coding), advanced technical accounting, advanced lab assistant (runs own subjects, may supervise lab helpers), web page administrator, statistical analyst, program specialist, student services specialist, photographer, statistical analyst, research technician, program specialist, teaching assistant, accounting technician, hospital assistant (in clinics, records departments, etc.), or various other positions in which this employee supervises 3 or more subordinate employees.

STUDENT ASSISTANT VI
Job Code/Class = 4106
Pay Range = $16.12 to $22.95

This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Supervisory employees supervise three or more subordinates with at least one as Student Assistant III. Graduate level employees possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. [This job class should not be confused with the student faculty 1500 series job classes].

Some examples of work or positions may include: research assistant, graduate tutor/grader, and graduate teaching assistant, entry level accountant, advanced lab work (requiring specialized knowledge), library technician,
student advisor, or peer counselor. Some UCCS examples of work or positions may include: teaching assistant, entry level accountant, library technician, student services specialist, computer programmer (highly advanced), engineering specialist, grant writer, community worker, mental health worker, electronic specialist, engineering specialist, entry level accountant, advanced lab work, student advisor, peer counselor, library technician, project coordinator, independent lab researcher, learning resource center coordinator, grant writer, editor (for professional publications and research presentations), outreach program coordinator, statistician, research presenter, graduate school assistant (epidemiology, medical physics, etc.), health care assistant (emergency room care associate, clinic assistant, etc.), engineering assistant, or various other positions in which employee supervises 3 or more subordinate employees including at least one Student Assistant III.

**OFF-CAMPUS WORKSTUDY**

**Job Code/Class = 4201**  
**Pay Range = $8.23 to $21.00**

This job class describes a student who is working for an approved off-campus agency and who is covered under the University of Colorado’s worker’s compensation insurance policy. An agency must have contracted and agreed to the terms of the individual CU campus work-study agreement. Contact each campus’ student employment office for a current listing of approved agencies.

**Some examples of work or positions may include:** Other college institutions such as CCD, MSCD, ACC  
Front Range, AHEC, etc. Family literacy programs such as libraries, community outreach programs, after school programs, family center, etc. Community service programs such as resource centers, foundations, K-12 schools, boys and girls clubs, state services, etc. All work and position must meet the federal off-campus requirements and regulations stated in the Federal Student Aid handbook.

**STUDENT ASSISTANT HIGH/TRADE SCHOOL/OTHER**  
**Job Code/Class = 4301**  
**Pay Range = $8.23 to $21.00**

This job class describes a high school, trade school or “other” (as defined by each campus) student who is working for the University of Colorado.

**STUDENT ASSISTANT- OTHER STATE INSTITUTION**  
**Job Code/Class = 4401**  
**Pay Range = $8.23 to $21.00**

This job class describes a student who is working for the University of Colorado but who is enrolled in a program at another higher education institution.

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