

**UNIVERSITY OF MASSACHUSETTS BOSTON
STUDENT EMPLOYMENT SERVICES**

**INSTITUTIONAL (CC) AND FEDERAL WORK-STUDY (FWS) PROGRAMS
STUDENT EMPLOYMENT WAGE GUIDELINES/JOB DESCRIPTION**

The following wage guidelines are used by Student Employment Services (SES) in assigning hiring wage rates and pay increases for student employees. These guidelines help ensure a level of wage equity across campus for students performing similar responsibilities and are effective August 20, 2006. Each student employment position is assigned to one of the four grade levels based on the answers to a corresponding Job Description Survey, which evaluates the level of responsibility based on the following factors: Nature of work; Knowledge/Experience Required; Supervision Received; Supervision Exercised; and Confidentiality. Positions with similar survey ratings are assigned to the same Grade Level.

Supervisors intending to employ students must first submit a job description form to SES. In conjunction with the supervisor, SES will review the position and assign the appropriate Grade Level. The Contact Person listed on the job description will then be notified and the position advertised as requested. Once a hiring decision has been made, the student may be offered a starting pay rate based on the ranges below. This process should be completed before making any commitments to students or listing student wage rates in grant or research proposals.

Grade	Hiring Range	General Description
I	\$6.75 - \$7.25	Grade I has been phased out effective Fall 2006 to reflect Massachusetts new minimum wage.
II	\$8.00 - \$9.00	Positions in this level complete basic or routine tasks with set defined procedures to tasks with a broader scope and large impact. Students hired into the lower half of the range will have little to no experience. Students hired into the upper half of the range will have previous experience. Students in the lower half of the range will receive significant supervision, while the upper range will work more independently and may exercise some supervision/training of other students.
III	\$9.25 - \$10.25	Positions in this level complete high level tasks requiring interpretation and independent judgment. Previous experience is necessary to complete tasks, which have a broad scope and impact. Typically students work independently, and supervision of other students is often involved.
IV	\$10.75 - \$12.50	Positions in this level complete complex, significant tasks, involving independent interpretation and development of procedures. A high level of knowledge or previous experience is required. Students work independently, and often exercise significant levels of supervisory responsibility over other student employees.

After the initial hire has occurred, students may receive increases in their pay rates for two reasons: the student has taken on additional responsibilities in the department, or the student's performance merits an increase in the pay rate. Increases to students' pay rates can be completed with a Student Personnel Action Form. If a student has taken on additional responsibilities or has been promoted to a new position within the office, the student's pay rate should be adjusted to fall within the hiring range for the Grade Level of the new position. If the position has not previously been listed, SES will need a revised job description on file documenting the new responsibilities/position.

SES may request further documentation of job responsibilities and/or documentation of the student's job performance where appropriate. Exceptions to the wage guidelines may be considered in situations where the expectations of the job are significantly above and beyond the standard student employment guidelines. Contact the SES Manager for assistance in these situations.

It is important to note that student employees may not be used to replace permanent employees, and appeals will be granted on an extremely limited basis.

**INSTITUTIONAL (CC) AND FEDERAL WORK-STUDY (FWS) PROGRAMS
JOB DESCRIPTION SURVEY**

Nature of Work (Procedures, Scope, Effect of Errors)

- Low level activities
 - Assigned tasks done as specified, possibly time to study on the job
 - Scope of work is limited department
 - Errors are easily corrected and limited to the department
- Routine tasks/activities
 - Set, defined procedures with minimal decisions
 - Scope of work is limited to department
 - Errors are correctable
- Medium level tasks/activities
 - Set, defined procedures with occasional independent judgments necessary
 - Scope of work reaches to other departments
 - Errors are correctable but impact reaches outside the department
- High level tasks/activities
 - Interpretation of procedures must be made on a regular basis
 - Scope of work is campus (or agency) wide
 - Errors can be corrected, but with significant difficulty
- Complex, significant tasks/activities
 - Employee is creating procedures for tasks
 - Scope of work extends beyond the campus (agency)
 - Errors are severe and correction difficult

Knowledge/Experience Required

- No previous experience required; training is provided;
 - little to no complicated office or lab equipment, computer software, etc., involved
- Skills are easily acquired with minimal training;
 - basic office/lab equipment or computer software involved
- Previous skills and/or additional training required;
 - broader array of equipment and computer software utilized
- Specialized skills required to perform tasks; must be able to start with minimal training;
 - uses higher level of software and equipment
- Complex, highly technical, specialized skills necessary; little/no training provided;
 - sophisticated software and equipment utilized

Supervision Received

- All (most) work reviewed
- Works independently less than 50% of the time
- Works independently more than 50% of the time
- Minimal supervision

Supervision Exercised

- Very little: Sharing knowledge (helping) co-workers
- Moderate: Teaches tasks and procedures to other student employees
- Supervises and oversees the work of other student employees and is responsible for assigning tasks

Confidentiality

- Does not work with confidential information
- Some work confidential
- Handles confidential information much of the time

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**INSTITUTIONAL (CC) AND FEDERAL WORK-STUDY (FWS) PROGRAMS
JOB DESCRIPTION FORM
(Please type or print)**

Job Title	
Department	
Contact Name	
Contact Phone	
# of Openings	
Job Category	<input type="checkbox"/> Accounting & Finance <input type="checkbox"/> Computer and Info Sciences <input type="checkbox"/> Library Science <input type="checkbox"/> Clerical & Secretarial <input type="checkbox"/> Customer Service <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Communications-Media <input type="checkbox"/> Education <input type="checkbox"/> Other
How to Apply	
Start Date	
When to Apply	
Days/hours & Duration of Job	
Grade Level	The grade level will be assigned by SES based on the information provided on the job description and survey information located on the back of this page.
Qualifications & Special Skills Required	
Duties & Responsibilities	
Funding Preferences	<input type="checkbox"/> FWS Required <input type="checkbox"/> FWS Preferred <input type="checkbox"/> FWS Completely Optional
Remove Listing On:	Listing will be automatically removed after 60 days unless otherwise notified:
Other Information	
SES Use Only	Job # _____ Grade _____