

Student Wage Job Levels

(Pay ranges effective as of 10/23/2017)

NAU Facility Services shall use five student assistant levels for all student employees. These levels and pay ranges are consistent with the NAU Student Employment Handbook updated January 2014. The general job descriptions for each of these levels are described below. A basic job description must be written for each student job type and level in your department. Department Heads and FS ESTM will evaluate and help classify each job pay level.

*NOTE: A new student employee may be hired above Level I with proper documentation of experience to justify the higher level. It is strongly recommended that supervisors use lower levels as a time to train the employee and ensure competence for a higher level.

LEVEL I:

This class describes positions that require no skills/knowledge. Employees in these positions perform routine identifiable set of duties involving simple to moderate levels of difficulty. There is generally little latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Employees work under direct supervision and use little independent judgment or initiative. *This class may be used as a training level for a higher class.*

Some examples of work or positions may include: Front Counter Student Worker: Responsible for the overall operations involved with working the front counter by answering phones and assisting walk-ins. Various clerical duties will also be performed including multi-function phones, filing, reception, faxes, copier, unskilled typing, sorting and routing mail, etc.; shop helper (e.g. clean-up, preparation), or custodian.

Level I - No Experience

Pay Amount: Minimum Wage - \$8.50/hour

Job Duties	Suggested Experience	Skill Level	Supervision
General routine work involving simple to moderate levels of difficulty	Little or no previous education/experience necessary Requires training in routine procedures	Few or no special skills necessary <i>This may be used as a training pay level for Level II positions.</i>	Closely supervised Uses little independent judgment or initiative No supervision of other student employees

LEVEL II:

This class describes positions that require a moderate level of prior related education/work experience that provides familiarity with processes and procedures. Applicants should be capable of performing multiple tasks and be able to work independently to complete projects on time and with provided resources. Employees in these positions perform duties which require the application of routine and repetitive skills/knowledge and the use of special equipment or tools (e.g. standard shop equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of slide and movie projectors). There is some latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures or developing new procedures. Employees in these positions perform duties more independently and require less supervision of detail. Employees receive general instructions on routine work and detailed instructions on new assignments. *This class may be used as a training level for a higher class.*

Some examples of work or positions may include: groundskeeper, trades shop assistant (e.g. assisting with or running routine maintenance tasks, or analysis given specific procedures but requiring some judgment in the execution), project assistant, GIS/CAD assistant, accounting assistant, administrative assistant, computer services technician, and dispatcher.

Level II – 0-2 Years’ Experience (1 – 4 semesters)

Pay Amount: \$8.65/hour

Job Duties	Suggested Experience	Skill Level	Supervision
Performs moderately difficult tasks Works within general guidelines including written or verbal direction.	Moderate level of related education/work experience required (suggested two semester working for us or equivalent verifiable work experience elsewhere)	Related Skills Knowledge and skills to perform independently with limited training <i>Use Training Level I until student can prove competency for Level II pay.</i>	Limited supervision Uses independent judgment and initiative No supervisory duties

LEVEL III:

This class describes positions that require full operating skills/knowledge with the ability to perform duties with little to no training. Employees in these positions perform duties involving a high level of difficulty and complexity, while exercising independent judgment and initiative. Instruction is provided only for new or unusual situations. Employees work under minimum supervision and possess all the relevant knowledge, experience or skill to perform duties independently. Employees may perform some supervisory duties over other student employees.

Some examples of work or positions may include: administrative student lead, accounting student lead, computer services student lead, GIS/CAD draftsman, engineering assistant, project manager assistant, trades shop student lead.

Level III – 2-3 Years' Experience (4 – 6 semesters)

Pay Amount: \$9.15/hour

Job Duties	Required Experience	Skill Level	Supervision
Performs tasks involving a high level of difficulty and complexity Duties which may be technical in nature Must demonstrate good independent judgment and decision making ability	High level of previous experience required (minimum of four semesters working for us or equivalent verifiable work experience elsewhere)	High level of related skills Possesses knowledge and abilities to perform duties with little/no training Prioritizes and performs multiple tasks with attention to detail	Performs independently with minimal supervision Exercises independent judgment and initiative May require supervisory duties over some student employees

LEVEL IV:

This class describes positions that perform highly skilled duties with considerable internal/external knowledge and must exercise independent judgment and perform self-decided tasks. Students in this class are typically 1-2 semesters short of degree and/or possess several years of experience. In addition to performing duties independently with minimal supervision, employees in these positions supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Instruction is provided only for new or unusual situations. Employees perform independently with minimal supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result.

Some examples of work or positions may include: student crew supervisor, administrative student supervisor, grounds student supervisor, custodial student supervisor, computer programmer (requires original coding), or advanced technical accounting.

Level IV – 3-4 Years’ Experience (6+ semesters)

Pay Amount: \$9.65 /hour

Job Duties	Required Experience	Skill Level	Supervision
Perform highly skilled duties with considerable internal/external knowledge Must exercise independent judgment and perform self-decided tasks Responsible for developing, coordinating, and implementing assigned projects Personal accountability similar to faculty/staff or administrative positions	Substantial previous work or educational experience Typically an undergraduate with exceptional skill or experience in a particular field	Skilled and knowledgeable in all required duties Performs duties independently with minimal job training Prioritizes and performs multiple tasks with great attention to detail	Performs independently with minimal supervision Exercises independent judgment and initiative May require supervision, training, and evaluation of other student employees Instruction and evaluation of student progress may be involved

LEVEL V:

This class describes positions that require second level supervisory or graduate level skills/knowledge. Employees possess the appropriate bachelor's degree or license and apply the knowledge gained to the assignment. In addition to performing duties independently with minimal supervision, students in these positions may supervise three or more subordinates with at least one Student Worker III. Instruction is provided only for new or unusual situations. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work may be reviewed for end result.

Some examples of work or positions may include: journey level trades, research assistant, engineer, project manager for large projects, accountant, advanced GIS/CAD work (requiring specialized knowledge), or second level crew supervisor.

Level V – 4+ Years' Experience

Pay Amount: \$10.65/hour+

(Salaries at or above this rate will be evaluated and approved on a case by case basis.)

Job Duties	Required Experience	Skill Level	Supervision
Perform highly skilled duties with considerable internal/external knowledge	Substantial previous work or educational experience	Skilled and knowledgeable in all required duties	Performs independently without direct supervision
Must exercise independent judgment and perform self-decided tasks	Typically a graduate level with exceptional skill or experience in a particular field with associated bachelor's degree	Performs duties independently with minimal job training	Exercises independent judgment and initiative
Responsible for developing, coordinating, and implementing assigned projects	Journey level trades license	Prioritizes and performs multiple tasks with great attention to detail	May supervise three or more subordinates with at least one Student Worker III
Personal accountability similar to faculty/staff or administrative positions			May require supervision, training, and evaluation of other student employees
Typically involves graduate level work assignments			Instruction and evaluation of student progress may be involved

Student Job Codes/Pay Ranges for Student Wage Levels

Once you have determined which job description best suits your position, you must determine the student's pay rate. Your pay rate must fall within the minimum and maximum for your job description. Except for special justified circumstances all new student workers start at the minimum wage for that position.

A student who fails to advance to new skill and pay levels can eventually hit the maximum at the top of their pay range through annual merit increases. The student will no longer be eligible for merit increases at that level. This is designed to encourage supervisors and students to continue training and skill advancement for further increases as students advance through pay and skill levels.

Student Wage as of 10/23/2017		
Job Description	Pay Levels	Are As Noted
LEVEL I	\$8.50	
LEVEL II	\$8.65	
LEVEL III	\$9.15	
LEVEL IV	\$9.65	
LEVEL V	\$10.65	**

*NAU minimum wage is \$8.50/ hour effective October 23, 2017.

** Salaries at or above this rate will be evaluated and approved on a case by case basis.