

## Student Worker Job Classifications and Wage Recommendations

MINIMUM WAGE IS \$7.25 PER HOUR

### CLERICAL

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Student Clerk I</b> General office work in various departments on campus. Minimal experience required. Close supervision.	100	7.50 - 8.00	General duties, errands, mailings, telephone. With close supervision.
<b>Student Clerk II</b> General office work in various departments on campus. Modest experience needed. Some Supervision.	105	8.25-50	Clerical duties, filing, posting sales, reception. Requires some supervision.
<b>Student Clerk III</b> General or technical office work in various departments on campus. Moderate to substantial experience needed. Computer skills required.	110	8.75	Clerical & computer duties Usually return hires
<b>Student Clerk IV</b> General or technical office work in various department on campus. Exceptional skills and experience necessary. Computer skills required.	115	9.00+	Clerical & computer duties. Usually return hires
<b>Student Grader</b> Grading assistant with substantial knowledge of the subject being graded.	120	8.00-10.00	Grading assistant with substantial knowledge of the subject. Little to no supervision.

### LAB AND RESEARCH ASSISTANTS

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Lab Assistant I</b> General lab work in the various departments of study on campus. No special skills required.	200	8.50	Assistant with general lab duties also will wash glasses, mix media, set up and clean labs. Interest in subject helpful in some cases.
<b>Lab Assistant II</b> General lab work in the various departments of study on campus. Proficient knowledge in the department's field of study.	205	9.00	General lab duties as well as some teaching and independent research. Interest in subject helpful in some cases.
<b>Research Assistant</b> General research for the various departments on campus. Proficient knowledge in the department's field of study.	210	8.00-10.00	General research, ability to work independently helpful.
<b>Teaching Assistant</b> Specific assistance with classroom and lab study. Proficient knowledge of in the department's field of study.	215	10.00	Assist with teaching of lab and classroom, ability to work independently. Must have significant knowledge of subject matter.

## ***LIBRARY***

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Assistant I</b> Routine, repetitive job duties requiring little or no particular skills or prior experience.	300	7.25-8.75	Supervisor assigns duties or tasks within specific guidelines, requires little independent judgment, analysis, or decision making
<b>Assistant II</b> Routine and some non-routine job duties requiring previous experience, education, or specialized skills	305	7.50-9.25	Duties are assigned within general guidelines requiring setting priorities and the exercise of judgment under general supervision.
<b>Assistant III</b> Non-routine job duties that involve a broad variety of skilled tasks requiring previous experience, education or specialized skills.	310	7.75-10.00	Duties will frequently require independent judgment and decision-making. Student may work without direct supervision and may train or oversee the work of other students.
<b>Assistant IV</b> Position includes highly specialized duties; responsibilities may require specialized knowledge, previous specific experience and/or education.	315	8.75-12.00	Duties are assigned within broad guidelines with limited direct supervision. Higher levels of discretion and the ability to train, teach, or oversee the work of others are more likely required.

## ***Off-Campus COMMUNITY SERVICE & TUTORING***

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Receptionist</b> General office work off-campus for a non-profit community service agency.	400	11.00	General duties include answering telephones, greeting visitors, coordinating volunteers. Desire to work in community service position. Must be involved directly with community service duties.
<b>Clerk</b> General office work off-campus for a non-profit community service agency.	405	11.00	General clerical duties include filing and word processing. PC or Mac knowledge helpful but not required. Desire to work in community service position. Must be involved directly with community service duties.
<b>Assistant</b> General assistant position for an off-campus, non-profit community service agency.	410	11.00	Ability to work independently. Excellent interpersonal and communications skills are required. Desire to work in community service. Must be involved directly with community service duties.
<b>Student Coordinator</b> Supervisory position for an off-campus, non-profit community service agency.	415	11.00	Ability to work independently, excellent organizational and communication skills, computer knowledge required. Also knowledge of Dallas community and experience in community service helpful. Desire to work in community service. Must be involved directly with community service duties.
<b>Tutor</b> Independent work in schools & agencies helping children to read.	420	11.00	Ability to work independently. Tutor reading skills to pre-K through elementary children in at-risk schools and programs. Must complete training. Desire to work in community service.

**MEDIA AND COMPUTER**

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Audio Visual Assistant</b> Audio Visual support position.	500	7.25	Setup and storage of audio visual and computer equipment on campus. Interest in audio visual helpful.
<b>Computer Lab Assistant</b> Computer technical support position. Moderate to advanced computer knowledge.	505	7.25	Knowledge of computers as well as hardware and software of PC's and Mac's required.
<b>Computer Programmer Assistant</b> Computer technical support and programming position. Advanced computer knowledge.	510	7.25-8.50	Computer skills required. Knowledge of computer applications and languages. Prefer some programming experience.
<b>Media Assistant</b> Media library support. Excellent customer service skills required.	515	7.25	Assistant in Media Library to help with circulation and materials. Knowledge of PONI preferred.

**ATHLETIC**

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>General Assistant</b> Staff support position for Athletics.	600	7.25-10.00	Familiarity with college athletics administration and business operations. Clerical/administrative duties required.
<b>Equipment Assistant</b> Staff support position for Athletics	605	7.25-9.25	Assistant to help athletic equipment managers. General clean up duties. Working athletic events.
<b>Training Room Assistant</b> Staff support position for Athletics		7.25-10.00	Assistant to help Athletic Trainers. Working athletic events.
<b>Lifesaving</b> Aquatic lifesaving position.	610	7.25-9.50	Certified advance lifesaving required.
<b>Lifeguard</b> Aquatic lifesaving position for Dedman Recreational Sports		8.00	Certified advance lifesaving required.

**SPECIALIZED**

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Housing</b> Various positions in dormitories.	715	7.25	Need friendly, service oriented attitude with good telephone skills. Knowledge of SMU helpful. Must be reliable and responsible.
<b>Peer Counseling</b> Counsel high school students.	718	7.25	Need for students to set examples and to relate to peers on the benefits of staying in school, studying, etc.
<b>Telemarketing</b> Assist Development Office with donations from friends of SMU.	720	7.25-8.50	Must be able to communicate ideas over the telephone and respond to questions quickly and effectively.
<b>Dining Services</b> Employee of Aramark	725	7.25	Various campus jobs related to service of food to SMU students.
<b>Tour Guide</b> Guide campus tours.	730	10.00 - 15.00	Assist various campus departments with tours of the campus for visitors.
<b>Photography</b> Various types of photography assistance.	740	7.25-10.00	Some knowledge of cameras and developing and/or digitalized computer photography.
<b>Bookstore</b> Employee of Barnes and Noble	745	7.25	Campus job related to operation of campus bookstore.

## **ARTS**

<i>Classification</i>	<i>Job Code</i>	<i>Rate</i>	<i>Description</i>
<b>Technical &amp; Production</b> Assist in Dance, Communications, and Theatre productions.	805	8.00-9.00	Assigned to assist with the technical designs of Dance, Theatre, and Communications Departments productions during the year.
<b>Shops &amp; Studios</b> Assist with Art studios and Theatre shops.	810	8.00-9.00	Assigned to assist with various Art Department studios and Theatre Department scene and costume shops.
<b>Orchestra, Accompanist, &amp; Music</b> Assist with Music productions and offices.	820	10.00-15.00	Assigned to work or play with orchestra productions and accompany other students.
<b>Events &amp; Performances</b> Work in Meadows box office.	830	8.50	Work in ticket booth, as ushers, and with events in Greer Garson Theatre.