

# **APPENDIX A**

## **MINIMUM WAGE IS \$6.55 PER HOUR**

*(increase effective July 24, 2008)*

*\*\*Please note that additional Minimum Wage increases will take place July 24, 2008 (to \$6.55/hour) and July 24, 2009 (to \$7.25/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	6.55	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	6.55	Clerical duties, filing, posting sales, reception. Requires some supervision.
<b>Student Clerk III</b> Grading assistant with substantial knowledge of the subject being graded.	110	6.55	Paper Grader
<b>Student Clerk IV</b> General or technical office work in various departments on campus. Moderate to substantial experience needed. Computer skills required.	115	6.55	Clerical & computer duties.
<b>Student Clerk V</b> General or technical office work in various department on campus. Exceptional skills and experience necessary. Computer skills required.	120	7.00-8.00	Clerical & computer duties. Answer inquiries, telephone, and carry out assignments with little or 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	6.55	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	6.55	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	6.55-10.00	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	6.55-8.50	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>Loan Assistant</b> General library work.	300	6.55	Good communication skills, attention to detail.
<b>Library Assistant</b> General library work and student assistance.	305	6.55	Service oriented, attention to detail.
<b>Clerical I</b> General office work in the University's libraries. Basic office skills required.	310	6.55	Good communication skills, receiving and unpacking materials, some computer training.
<b>Clerical II</b> General office work in the University's libraries. Computer skills required.	315	6.55	Computer knowledge required (NOTIS, PONI, MAC), shelving, filing, cataloging, some lifting.

## **COMMUNITY SERVICE**

<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	7.00-8.25	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	7.00-8.25	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	7.50-8.75	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	7.50-8.75	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	11.00-14.00	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	6.55	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	6.55	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	6.55-7.25	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	6.55	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	6.55	Familiarity with weight equipment. General clean up duties. Maybe some clerical.
<b>Equipment Assistant</b> Staff support position for Athletics	605	6.55	Assistant to help athletic equipment managers.
<b>Lifesaving</b> Aquatic lifesaving position.	610	6.55-7.50	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	6.55	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	6.55	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	6.55-7.50	Must be able to communicate ideas over the telephone and respond to questions quickly and effectively.
<b>Dining Services</b> Employee of Aramark	725	6.55	Various campus jobs related to service of food to SMU students.
<b>Tour Guide</b> Guide campus tours.	730	6.55-10.00	Assist various campus departments with tours of the campus for visitors.
<b>Photography</b> Various types of photography assistance.	740	6.55-7.50	Some knowledge of cameras and developing and/or digitalized computer photography.
<b>Bookstore</b> Employee of Barnes and Noble	745	6.55	Campus job related to operation of campus bookstore.

## ***ARTS***

<b><i>Classification</i></b>	<b><i>Job Code</i></b>	<b><i>Rate</i></b>	<b><i>Description</i></b>
<b>Technical &amp; Production</b> Assist in Dance, Communications, and Theatre productions.	805	6.55	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	6.55	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	6.55	Assigned to work or play with orchestra productions and accompany other students.
<b>Events &amp; Performances</b> Work in Meadows box office.	830	6.55	Work in ticket booth, as ushers, and with events in Greer Garson Theatre.