

Southwestern University Student Wage Scale

| Classification Level | Student Associate | Student Coordinator | Skilled Student Associate |
|----------------------|-------------------|---------------------|---------------------------|
| Level 1 | \$8.00-\$11.00 | \$9.00-\$12.00 | \$10.00-\$13.00 |
| Level 2 | \$9.00-\$12.00 | \$10.00-\$13.00 | \$11.00-\$14.00 |
| Level 3 | \$10.00-\$13.00 | \$12.00-\$15.00 | \$12.00-\$16.00 |
| Level 4 | \$11.00-\$15.00 | \$13.00-\$18.00 | \$13.00-\$20.00 |

Level 1: Entry-Level

This entry-level stage is designed for students with limited prior work experience or new to-campus employment. Students in this role focus on developing foundational skills, understanding university workflows, and mastering essential tasks. Oversight is direct and frequent, with supervisors providing detailed instructions and continuous feedback. Independent judgment is minimal, as tasks are typically well-defined and procedural.

Level 2: Developing Proficiency

At this level, students demonstrate increased competence and readiness to take on more complex responsibilities. They are expected to work with periodic oversight, receiving guidance as needed rather than constant supervision. Independent judgment is applied to routine tasks, with some opportunities to make decisions within established guidelines.

Level 3: Advanced Contributions

This stage is designed for students with significant experience who can handle advanced responsibilities. Oversight is limited and situational, with supervisors providing input primarily on complex or high-impact tasks. Independent judgment is regularly exercised. Students may train and mentor peers, and make decisions that require problem-solving and technical expertise.

Level 4: Leadership and Expertise

The highest level of campus student employment is intended for individuals with exceptional skills, leadership, or expertise in their field. Oversight is minimal. Students exercise a high degree of independent judgment in managing projects, mentoring colleagues, and contributing strategically. These roles require the ability to independently evaluate complex scenarios, and propose solutions.

Classification

The structure classifies positions into four levels, reflecting job complexity, skill requirements, and level of autonomy. This system ensures transparency and pay equity across diverse roles while accommodating various departmental needs.

All positions must be classified with clear job descriptions that align with the grade levels and pay ranges. Supervisors should document and justify pay decisions within the specified ranges.

Student Associate

The Student Associate role focuses on foundational tasks and responsibilities essential to the department. This position may support various departments with entry-level duties, offering opportunities to develop professional skills and gain valuable workplace experience. As students progress, they take on increasingly complex and impactful responsibilities. May include but not limited to duties such as:

- Data entry and record maintenance.
- Filing and organizing documents.
- Managing front desk operations, including answering phones and greeting visitors.
- Scheduling appointments or coordinating reservations.
- Preparing and distributing reports, forms, or other documents.
- Assisting with inventory management and supply tracking.
- Shelving and organizing books, materials, or equipment.
- Performing basic technical troubleshooting or support tasks.
- Monitoring and enforcing rules in facilities or activity spaces.
- Assisting with event setup, breakdown, and logistics.

Student Coordinator

The Student Coordinator position emphasizes projects and organizational skills. Coordinators oversee project operations, manage tasks, and support peers in achieving shared project goals. They may act as a bridge between team and stakeholders/employees/students, gaining exposure in coordination, project management, and decision-making processes. May include but not limited to duties such as:

- Coordinating and managing events, including planning logistics, securing venues, and managing timelines.
- Assisting in the creation and execution of marketing campaigns for departmental initiatives or events.
- Developing content for social media platforms, newsletters, and promotional materials.
- Maintaining and updating event calendars and project schedules.
- Managing registration, attendee lists, and follow-up communications for events.
- Serving as the primary point of contact for event vendors and service providers.
- Monitoring project progress and ensuring deadlines are met.

Skilled Student Associate

The Skilled Student Associate role involves applying specialized knowledge or technical expertise. These students handle advanced tasks, such as operating specific equipment or utilizing specialized skills, with or without formal certification. Their contributions often rely on training, prior experience, or proficiency in a technical field. May include, but not limited to, duties such as:

- Assisting with tasks that require specific knowledge, skills, or technical proficiency.
- Operating and maintaining equipment or tools relevant to the department, such as audiovisual systems or lab instruments.
- Providing support in areas requiring prior training or experience, such as IT troubleshooting, athletic operations, or lifeguarding.
- Ensuring safety and compliance with established protocols in specialized settings.
- Performing tasks that may require basic certifications, such as CPR, First Aid, or specific technical training.
- Supporting the department with advanced or technical duties that go beyond foundational responsibilities.
- Assisting in the preparation, execution, or oversight of technical, academic, or operational projects.