



Southwestern University

Guide to Classifying Student Jobs and Establishing Pay Ranges

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Introduction to Student Employment at Southwestern University

Student employment at Southwestern University is an integral part of our commitment to fostering a transformative liberal arts education. Through purposeful, hands-on work experiences, we aim to enhance experiential learning, support our campus operations, and help students develop the professional skills and competencies essential for lifelong success.

Guided by Southwestern's mission to cultivate academic excellence and prepare students for meaningful careers and lives of purpose, our student employment program provides a foundation for practical learning, leadership development, and professional growth. These on-campus opportunities complement classroom instruction by helping students build communication, critical thinking, and organizational skills within a real-world setting.

Supervisor Responsibilities

Supervisors play a vital role in the student employment experience. As mentors, they help shape students' growth by providing clear expectations, consistent guidance, and constructive feedback. Supervisors are also key to fostering an inclusive and equitable environment where students can thrive both personally and professionally.

To support fairness in pay and equity in recruitment, supervisors must ensure roles are classified and compensated appropriately using established guidelines. This helps attract a diverse and qualified student workforce while promoting transparency and consistency across campus.

All student supervisors are expected to review and follow the Student Employment Policy to ensure compliance with institutional standards and to uphold best practices in student hiring and supervision.

Guide to Classifying Student Jobs and Establishing Pay Ranges

Supervisors should evaluate the following key factors when selecting the appropriate classification and level for a student position:

- **Scope of Duties:** Are the tasks foundational or do they require specialized skills?
- **Level of Supervision:** How closely will the student be supervised?
- **Autonomy:** Is the student expected to exercise independent judgment?
- **Complexity:** Are the duties routine or do they require advanced problem-solving?
- **Leadership:** Will the student supervise peers or lead projects?

Process for Determining Student Job Classification and Pay Rate

Supervisors should select the job description template that most closely aligns with the position's duties. Editable fields allow for customization to reflect the specific needs of the role. Templates include sample duties, supervision expectations, and learning outcomes.

Tip: When in doubt, start with the base classification and review the responsibilities listed in each level.

This guide is designed to help supervisors accurately classify student positions according to Southwestern University's four-tiered student employment structure. It ensures consistency, fairness, and alignment with university standards.

Step 1: Determine the Need and Define the Role

- **Identify the Role:** Clearly outline the duties, responsibilities, and expectations for the student position.
- **Define Required Skills:** Consider the technical, interpersonal, and organizational skills necessary to perform the job.
- **Draft a Job Description:** Use specific, measurable responsibilities to help determine the appropriate classification.

Step 2: Match the Role to a Job Category

- **Student Associate:** General office support and clerical duties.
- **Student Coordinator:** Project-based work, peer supervision, and planning responsibilities.
- **Skilled Student Associate:** Specialized knowledge, certifications, or technical expertise.

Note: Pre-approved job description templates are available for each job category and classification level. These templates provide standardized responsibilities and expectations to support consistency across departments. Supervisors are encouraged to use or adapt these templates to fit specific departmental needs.

Step 3: Assign a Classification Level

Use the classification framework to determine the appropriate level:

- **Level 1: Entry-Level**
 - Limited experience; foundational tasks.
 - Frequent oversight and instruction.
- **Level 2: Developing Proficiency**
 - Periodic oversight; independent judgment for routine tasks.
 - Some decision-making within established guidelines.

- **Level 3: Advanced Contributions**
 - Limited oversight; technical or peer mentoring roles.
 - Regular use of judgment and problem-solving.
- **Level 4: Leadership and Expertise**
 - Minimal oversight; strategic contributions.
 - High-level problem-solving, project management, or leadership.

Step 4: Set the Pay Range

Use the defined pay ranges for the assigned category and level:

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

Start New Hires at the Lower End: Encourage growth opportunities and budget flexibility.

- **Consider Budget and Skill:** Balance available departmental funds with student experience.
- **Merit Raises:** Recommend \$0.25–\$0.50 per hour annually for returning students demonstrating consistent performance.

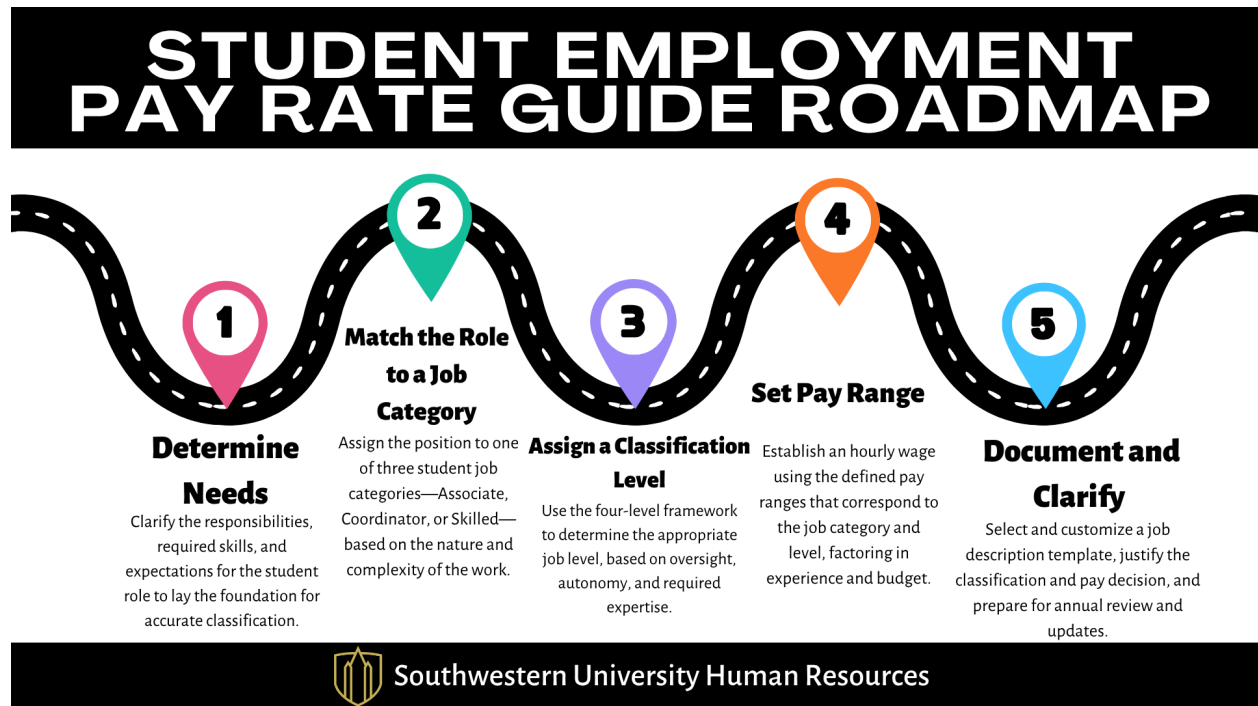
Step 5: Document and Clarify

- **Select and edit the Job Description template:** Select the most aligned Job Description Template based on duties with the appropriate level and category, and include your position details.
- **Justify Pay Decisions:** Maintain internal records showing rationale for pay rate within the specified range.
- **Review Annually:** Reevaluate roles each year during rehire or reclassification discussions.

Best Practices

- **Equity and Transparency:** Apply consistent standards across all student roles.

- **Professional Development:** Encourage upward movement by supporting training and responsibility growth.
- **Retention Focus:** Use merit raises and skill-building to retain high-performing students.



Post the Position

Once the job has been cleared to fill and classified according to the Student Employment Policy, it can be posted by the university's hiring procedures.

For questions about how to post a position or navigate the student job posting process, supervisors may reach out to the Center for Career & Professional Development (CCPD) for guidance and support.

Need Assistance? We're Here to Help!

Whether you're navigating the hiring process or managing student employees, support is available at every step. For full policies, guidelines, and submission forms, please visit the [Student Employment Website].

Who to Contact:

- **Payroll** – For questions related to timesheets, work hours, and student employee submissions.

- **Human Resources (HR)** – For policy interpretation, compliance matters, and general employment guidelines.
- **Center for Career & Professional Development (CCPD)** – For support with job postings, recruitment, and supervisor training and development opportunities.

We encourage you to reach out directly to the appropriate team for timely and accurate support.