STUDENT EMPLOYEE TITLE DESCRIPTIONS

The following descriptions are to used as a guide for on-campus employers in determining an appropriate pay range for a part-time student employee position. Within each official title class, an employer may deem a working title (i.e. a Student Technician II may be a Web Designer). Although each title has a maximum and a minimum wage scale associated with it, employers may hire a student at a rate higher than the minimum. Employers should consider both experience and level of responsibility in determining a starting rate of pay.

Although paid through specific title codes, Federal Work Study and Texas College Work Study employees should be compensated with the same consideration as non-work study student employees.

Student Worker I

A person with a few special skills and little or no previous training or work experience. A minimum amount of training is necessary to prepare the employee for work. The employee is generally well supervised and jobs are of a routine nature requiring little decision making. Employment in positions such as or similar to Clerk I, Food Service Worker I, Custodial Worker I, Lab Attendant, laborer, Farm Worker, Instructor Aide, Animal Caretaker I, and Mail Carrier I would be included in this category.

Student Worker II

A person with some previous training, experience, or knowledge, as well as some mechanical ability, manual dexterity, or mental dexterity, or mental activity. The work performed is generally supervised; however, employees may act as supervisors of Student Workers I. Employment in positions such as or similar to Artist, Clerk III, Secretary, Receptionist, Airport attendant, Custodial Worker II, Lab Attendant II, Terminal Operator II, Engineering Aide II, Accountant Assistant I, Paper Grader and Cashier I would be included in this category.

Student Worker III

Previous training or experience, independent judgement in addition considerable mental activity are generally required for Student Worker III. The work may include responsibility for the safety of persons as well as property. Employment in positions such as or similar to Technical Assistant II, Mechanic Helper, Animal Caretaker II, Custodial Leader, Food Services Supervisor I, Cook II, Cashier II and Storekeeper II would be included in this category.

Student Worker IV

Persons classified at this level require a high degree of mental activity and independent judgement in addition to extensive previous training and experience. The work performed involves decision making, normally requires supervision of other student employees and may be an essential function of departmental operations. Employment in positions such as or similar to
Accounting Assistant II, Baker II, Clerk III, Cashier III, Cook III, Data Entry Supervisor and Drafter I would be included in this classification.

Student Technician I

Persons classified at this level must have technical skills, knowledge of the job, or be in a training phase of a technical position, would need a moderate amount of supervision, and would rarely be placed in a supervisory position. Since other student worker classifications require ordinary skills and abilities at the various levels, the technician classification will be awarded very sparingly. Employment in positions leading to Student Technician II would be included in this category.

Student Technician II

Persons classified at this level must have technical skills or knowledge of the job through previous training and experience, would need little if any supervision. This position may require supervision of other student employees and may be an essential function of departmental operations. Employment in positions of or similar to Tutor, Drafter II, Illustrator II, Engineering Technician, Systems Analyst I, Nuclear Reactor Operator, and Scientific Instrument Maker would be included in this category.

Student Intern

Duties of student interns should be beyond those of typical student worker positions. Generic position descriptions are provided to illustrate the level of duties and the required education and experience for the intern title series. Departments should use these as a resource for identifying the appropriate title when proposing the creation or re-titling of intern positions. Departments have the discretion to identify more specific experience or additional skills that may be necessary to perform the duties of the position. Examples of optional preferred qualifications include familiarity with word processing, spreadsheet or database computer programs.

For additional information or clarification, please contact the Student Employment Office at (974) 44230475.