

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Student Assistant/Work-Study
Salary Schedule
(Effective Fall 2009)

Placement Instructions: Departments are responsible for the recruitment and placement of all student assistant/work study positions. All student assistant/work study student assistants must be hired/placed in one of the four classification levels outlined on the Student Assistant/Work Study Salary Schedule which will determine the hourly rate. Requests to place students in Classification Level IV must be approved by the Administrative Services Manager.

Student employees must meet the minimum qualifications for the classification level for which they are to be employed.

Classification Levels	Salary Rate Range
	Min – Mid – Max
<p>Classification Level I: Entry</p> <p>Requires basic skills, knowledge or abilities. <i>Under immediate supervision; performs routine tasks which can be learned relatively easily and require only nominal judgment, analytical, or decision-making skills.</i></p> <p>Job Category Examples: general office worker, receptionist, clerk, information aid, laboratory trainee, maintenance assistant.</p> <p>Minimum Qualifications: None.</p>	\$8.00 – \$9.00 – \$10.00
<p>Classification Level II: Assistant</p> <p>Requires intermediate skills, knowledge, or previous training. <i>Under general supervision, performs routine and non-routine tasks, which require considerable on-the-job training and/or specialized skills. Frequently, jobs at this level require discretion in judgment and decision-making.</i></p> <p>Job Category Examples: computer lab assistant, accounting assistant, laboratory assistant, information tech trainee.</p> <p>Minimum Qualifications: Equivalent to an associate's degree or one year of progressively responsible work experience is required. (Upper-class standing may be substituted for an associate's degree).</p>	\$9.50 – \$10.70 – \$11.90
<p>Classification Level III: Specialist</p> <p>Requires advanced skills, knowledge from prior experience or moderate training. <i>Under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees.</i></p> <p>Job Category Examples: student lead, computer lab tech, IT assistant, laboratory tech, language specialist, research assistant, editorial assistant, graphic designer, counselor.</p> <p>Minimum Qualifications: Equivalent to an associate's degree and one year of progressively responsible work experience is required.</p>	\$11.00 – \$12.38 – \$13.75

Classification Levels	Salary Rate Range
	Min – Mid – Max
<p>Classification Level IV: Experienced (Requires ASM Approval)</p> <p>Requires highly specialized skills; extensive knowledge of relevant university policies, procedures and preferred practices; independent analysis of information, decision-making and implementation of appropriate practices; <i>Under general or job related supervision, completes highly complex assignments requiring specialized knowledge and previous experience. May be responsible for a project/assignment from the initial stages through implementation. Work is typically within the student's course of study at the senior or graduate level and the student may direct the work of others.</i></p> <p>Job Category Examples: student supervisor, sr. research assistant, program coordinator assistant, accounting specialist.</p> <p>Minimum Qualifications: Equivalent to an associate's degree and two years of progressively responsible work experience is required.</p>	\$13.00 – \$15.13 – \$17.26

Salary Recommendations: Initial appointments should normally not exceed the midpoint of the range. Student employees may be considered for merit salary increases of no more than 5% maximum after an academic year or 500 hours, whichever comes first, of satisfactory service. Cumulative service may be considered in more than one position if the student is working within the same department and doing the same work. Student employees whose job responsibilities/duties are changing or increasing may be reclassified to a new salary rate. The new hourly rate may fall within the existing pay level or within a new level.

For further guidance on placement, refer to the Salary Schedule Placement Instructions.