

Montana Tech Student Employment Job Classifications and Wage Guidelines

The following classifications should accommodate both special ability pay raises and year to year experience. All beginning employees will normally start at the minimum or entry salary. Special consideration may be given when qualifications such as ability, education and/or experience exists. The Montana Tech Student Employment Justification for Higher Wage form must be received by the Student Employment Coordinator in Enrollment Services and approved before special consideration can be given. Special consideration includes any offered wage that is more than \$1 over the entry rate or more than \$1 over the previous wage offered to the student for that classification.

A raise may be granted to those students who have worked in the same capacity for at least one semester, or who have assumed additional responsibilities, without a promotion to another classification. The Student Employment Coordinator in Enrollment Services must receive the Montana Tech Student Employee Wage Change Request form and a student employee evaluation form with justification for consideration. No pay increase may be granted without prior written approval from the Student Employment Coordinator in Enrollment Services.

The following wage rates for each classification are effective for positions in employing departments at Montana Tech.

		Entry	High	
1-100	<u>Library Assistants:</u>	(\$10.85	- \$13.67)	NO STIPENDS

WC - High

Jobs under this category would pertain to all work in campus and departmental libraries. Such work would include all phases of assistance in maintaining these libraries.

Examples of jobs in this category:

- Bindery and Repair
- Cataloging and Classifying
- Circulation Clerks and Shelves
- Front Desk Attendants

		Entry	High	
1-200	<u>Athletic Assistants:</u>	(\$10.85	- \$13.67)	NO STIPENDS

WC - High

These jobs would be directly related to the College Intercollegiate Athletic Department. Activities such as locker room maintenance and all other facets of this area and any coaching or instruction that requires definite skills and responsibilities would best be classified in 4-100.

Example of jobs in the category:

- Coaches' Assistants
- Equipment Manager
- Trainer and Assistant Trainer
- Swimming Instructors & Life Guards

1-400

WC - Low

Jobs in this category would pertain to all clerical and related jobs on the campus.

Examples of jobs in this category:

- Record Keeping
- Data Entry
- Filing
- Machine Operators (Copying)
- Switchboard Operators
- Word Processing, Spreadsheets, Databases
- Desk Attendants

1-600

WC - High

These jobs would include all jobs directly related to the up-keep and security of the campus grounds and buildings.

Examples of jobs in this category:

Custodians
General Physical Plant Laborers
Groundskeepers

1-700a

WC - Low

Examples of jobs in this category:

Hardware & Software Support
Telephone Support

1-700b

WC - Low

This category is essentially the same as 1-700a, except this category is reserved for those with greater skills and at least two years experience in the same related area.

2-100a **Laboratory and Field Assistants I:** Entry High
 (\$11.65 - \$13.67) **NO STIPENDS**

WC - High

Jobs in this category would require special knowledge and/or skills in the proper operation of special technical equipment of the campus, or require some degree of past skill to fulfill the required responsibilities.

2-100b **Laboratory and Field Assistants II:** Entry High
 (\$13.90 - \$18.90) **NO STIPENDS**

WC - High

Jobs in this category would require special knowledge and/or skills in the proper operation of special technical equipment of the campus, or require some degree of past skill to fulfill the required responsibilities.

2-200 **Classroom Assistants:** Entry High
 (\$10.85 - \$13.88) **NO STIPENDS**

WC - Low

These jobs are non-teaching, non-research and non-original in nature. They would include such jobs as grading papers, typing and filing materials, and other general classroom duties.

3-100 **Tutorial Assistants:** Entry High
 (\$10.85 - \$15.14) **NO STIPENDS**

WC - Low

Jobs in this category require a special knowledge and competence in a particular academic area. Such jobs would require the tutoring of any subject to pupils requiring private instruction.

4-100 **Customer Service Assistants:** Entry High
 (\$10.85 - \$13.95) **NO STIPENDS**

WC – Low (Unless tied to a high department)

These jobs require a fairly high degree of knowledge and/or experience in the particular area of employment. A fundamental factor in these jobs would be direct contact and dealing with the general public. They would require little supervision from the department.

5-100a **Research Assistants I:** Entry High
 (\$11.65 - \$14.71) **NO STIPENDS**

WC – Low

Jobs identified in this classification would involve performance of the experiments, the accumulation, compilation and categorization of data as required by any research that occurs on the campus or related activities. This information could be for use on or off campus.

9-100 **Graduate Research Assistants (GRAs):**

(0.25 or 0.50 FTE; Stipend Grade II-III)

WC – Low

This classification is reserved specifically for those Graduate Students who are funded on accounts allocated for research (e.g. external grants, contracts, internal accounts originating in return of indirect costs). The GRA appointment is at either 0.25 (10 hours / week) or 0.50 (20 hours / week), and the work is set by the funded research grant or contract. Any hours above the allocated appointment are to be used toward the student's thesis project or coursework. The wage rate for this classification must be approved by Enrollment Services, the Office of Sponsored Programs and the Payroll Office before a commitment to the graduate student is made.

9-100b **Graduate Research Assistants (Hourly Masters Seeking)**

Entry High
(\$17.00 - \$23.00)

WC – Low

This classification is reserved specifically for those Graduate Students who are funded on accounts allocated for research (e.g. external grants, contracts, internal accounts originating in return of indirect costs). Any hours above the allocated appointment are to be used toward the student's thesis project or coursework. The wage rate for this classification must be approved by Enrollment Services, the Office of Sponsored Programs and the Payroll Office before a commitment to the graduate student is made.

9-200 **Graduate Teaching Assistants (GTAs):**

(0.25 or 0.50 FTE; Stipend Grade II-III)

WC – Low

A GTA assists with course duties and student instruction. Examples of GTA duties include assistance with laboratory set up, leading organized student help sessions, assistance with development of student assessments, delivery of class lectures on an occasional (~monthly) basis, and grading. However, a student with duties that are limited to grading should generally be hired as an hourly Graduate Assistant (9-300) rather than a GTA. GTAs are allocated to the department through the Graduate School Office. Student selection is made by the Department Head, and the award is made through Enrollment Services.

Graduate Stipend Grades: Stipend rates for 0.50 FTE: Grade II \$6120; Grade III \$7920

The stipend grades are established by the Vice Chancellor for Academic Affairs. The stipend rates are graded based on prior experience, progress toward the degree, past appointment level and satisfactory performance, and availability of funds. Grade I is typically assigned to first year graduate students with limited prior teaching [for GTAs] or research [for GRAs] experience. Grade II is typically assigned to graduate students with prior experience. Grade III is typically reserved for PhD students that have successfully completed both the qualifying and candidacy examinations, or have significant responsibilities toward meeting deliverables on an externally funded project. With prior approval, stipend rates may be converted to the equivalent hourly rate. Provided the GRA/GTA is making satisfactory performance toward the degree and continued availability of funds, a student will not be demoted to a lower stipend grade without documentation from the faculty advisor and department and approval from the graduate school.

All jobs that are paid with a stipend will be required to report the number of hours expected for said stipend.

***For STIPEND RESTRICTED positions, stipends will be reviewed for approval if the position is a fellowship or a specific Academic Project.**

Exceptions to these guidelines may be made with the approval of the Vice Chancellor of Administration and Finance. Each exception will be evaluated against and based on current rates of permanent employees.