

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. A letter of justification stating such qualifications must be received by Enrollment Services before special consideration can be given.

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. Enrollment Services must receive a 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 Enrollment Services.

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

Entry High

1-100 **Library Assistants:** (\$8.75 – \$11.57) ***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 **Athletic Assistants:** (\$8.75 – \$11.57) ***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 **Administrative Support:** (Entry – High) ***NO STIPENDS***

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

1-500 **Food Service:** (Entry – High) ***NO STIPENDS***

WC - High

Examples of jobs in this category:

- Dishwashers
- General Food Service Aides
- Line Servers
- Stock Person and General Janitorial Assistants

1-600 **Buildings and Grounds Maintenance:** (Entry – High) ***NO STIPENDS***

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 **Technical Support I:** (Entry – High) ***NO STIPENDS***

WC - Low

Examples of jobs in this category:

- Hardware & Software Support
- Telephone Support

1-700b Technical Support II: (Entry High) (\$11.45 – \$14.63) **NO STIPENDS**

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) (\$8.75 – \$11.57) **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) (\$11.40 – \$16.67) **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.

2-200 Classroom Assistants: (Entry High) (\$8.75 – \$11.78) **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) (\$8.75 – \$13.04) **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) (\$8.75 – \$11.85) **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) (\$8.75 – \$12.61) **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.

5-100b Research Assistants II: (Entry High) (\$11.50 – \$16.66) **NO STIPENDS**

WC – Low

This category is similar to 5-100a except that this category is reserved for those with greater skills and at least two years' experience in the same related field.

5-200a Teaching Assistants I: (Entry High) (\$8.75 – \$11.57) **NO STIPENDS**

WC - Low

Undergraduate teaching assistants in lab or classroom, freshman and sophomore students.

5-200b Teaching Assistants II: (Entry High) (\$11.40 – \$16.72) **NO STIPENDS**

Undergraduate teaching assistants in lab or classroom, junior and senior students.

7-100 **ASMT Officers and Employees of ASMT Subsidiaries:** (Salary to be Determined)

WC - Low

ASMT Officers and employees of ASMT Subsidiaries who are on a semester or academic year contracted award will have their semester/academic year award divided into equal monthly installments and paid according to the following format. Academic year awards are paid October 1 through June 1 (eight installments) and semester awards are paid October 1 through January 1 or March 1 through June 1, whichever applies.

7-200 **Institute for Educational Opportunities:** (Salary to be Determined)

WC - Low

This classification is to be used exclusively for those students working on a cooperative education internship assignment.

8-100 **Campus Internships:** (Salary to be Determined)

WC - Low

This classification is to be used exclusively for those students working on an off-site cooperative education internship assignment.

9-100 **Graduate Research Assistants (GRAs):** (Full - \$6120 per Semester or \$15-\$17/hour for Master's or \$7920 per Semester or \$20-\$22/hour for PhD)

WC - Low

This classification is reserved specifically for those Graduate Students who are not on a Graduate Teaching Assistantship appointment. 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):** (Full – \$5000 per Semester)

WC - Low

The rate for this classification is an established rate that is changed occasionally by the Vice Chancellor for Academic Affairs and Research. GTAs are awarded through the Graduate School Office.

9-300 **Graduate Assistant:** (Entry High) ***Stipends Restricted**

This classification is for those graduate students who were not awarded a Graduate Teaching Assistantship stipend and are not researching. These positions are department funded.

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.