La Sierra University
Student Wage Scale

I. Student Employment Pay Levels and Hourly Rate Ranges

Pay Level 1/Grades 1 – 2 $10.50 - $11.40
Entry level positions requiring basic skills attained through on the job training. No previous work experience or coursework required. Responsibilities may require the application of basic organizational or technical knowledge, operation of simple equipment or performing routine tasks. Very little independent decision making with regular supervision.

Pay Level 2/Grades 2 – 4 $11.00 - $12.40
Requires basic skills acquired through some previous work experience, training and/or completion of related coursework. Responsibilities may require the application of basic organizational and/or more technical knowledge, operation and accountability for more complex equipment or performing routine tasks. Some independent decision making.

Pay Level 3/Grades 4 – 6 $12.50 - $14.90
Moderately developed specific skills, significant work experience and/or completion of related upper-level coursework required. Previous work experience at a lower level within the same department or functional area may be required. These positions may involve supervision, training, and/or tutoring of others.

Pay Level 4/Grades 6 – 7 $15.00 - $17.90
In addition to the qualifications and scope of work associated with Level 3, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analysis, publication, instruction, or other special projects or activities of significant scope.

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The following are suggested pay levels for the corresponding student positions.

I. Student Employment Classifications

**Academic Assistant I/Grader**  
Pay Level 1/Pay Level 2  
Performs general academic functions in support of a specific course, professor or department. Duties typically include: assisting with preparation, distribution, collection of test materials; applying a template for grading; review of short answer or essay responses for accuracy or completeness; assisting a professor with course preparations, instructional materials, recording of grades. Moderate or limited supervision is provided.

**Academic Assistant II**  
Pay Level 3/Pay Level 4  
Performs academic assistant functions in support of a specific professor, course or section. Duties may include: conducting lab or work group sessions focused on the review or application of course materials; delivering portions of lectures; assessing performance or progress. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

**Clerical Assistant I – General**  
Pay Level 1  
Performs general office support functions. Duties typically include: providing general information; responding to routine inquiries; operating basic office machinery; answering phones; making appointments; filing, maintaining records, making deliveries or errands. On-site training and supervision are continuously provided.

**Clerical Assistant II – Specialized**  
Pay Level 2  
Performs office support functions that require training, skill or experience. Duties typically include: providing specific information; drafting replies to inquiries; accounting and related business process tasks; data entry, typing, and use of standard office software programs or other systems (in addition to duties listed for Clerical Assistant I). Moderate or limited supervision is provided.

**Clerical Assistant III – Advanced**  
Pay Level 3  
Performs administrative support functions that require substantial organizational and managerial skills and experience. Duties typically include: providing advanced administrative support for a unit, department or project, combining duties listed for Clerical Assistant II with demonstrated ability to utilize independent judgment and perform decision making on an administrative level. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

**Driver**  
Pay Level 2  
Operates motorized vehicle for delivery and/or to escort passengers. Duties include checking the condition and reporting the need for service of the vehicle operated. Requires a valid driver's license and a good driving record, the ability to read and navigate from a street map, and a general knowledge of the local area. Moderate or limited supervision is provided.
Food Service Assistant I  Pay Level 1
Provides food service preparation support. Supervision continuously provided.

Food Service Assistant II  Pay Level 2
Provides experienced food service preparation support. Cleans equipment, utensils and counter tops, gathers stock, and ensures proper food storage. Previous training, knowledge and/or experience required, advanced cooking skills, and ability to train other students.

Grounds Assistant I  Pay Level 1
Cultivates, weeds, waters and fertilizes plants. Maintains University outdoor areas including grounds, roads, sidewalks and other paved or unpaved areas.

Grounds Assistant II  Pay Level 2
Waters, weeds and fertilizes plants; prepares soil mixtures by tilling beds and adding soil; edges and rakes beds; mows grass.

Housekeeper I  Pay Level 1
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Moves furniture when necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets.

Laboratory Technician  Pay Level 1/Pay Level 2
Provides service in support of successful laboratory operations. Duties typically include: care and cleaning of apparatus; general and routine care of specimens; limited topical research; maintenance of equipment and/or activity logs; aiding researchers or other staff. Moderate or limited supervision is provided.

Library Assistant I  Pay Level 1
Provides general services and assistance to library users in a library setting. Duties typically include: stock maintenance, shelving books, book repair; monitoring use of resources; providing general information on library policies and procedures; maintaining records and activity logs. Direct or moderate supervision is provided.

Maintenance Assistant I  Pay Level 1
Performs routine semi-skilled maintenance and repair work in areas of carpentry, painting, plumbing, heating, lighting and general mechanics to buildings and facilities.

Maintenance Assistant II  Pay Level 2
Uses skill to build, construct, form or create by working with wood, metal, etc. Helps with care and maintenance of equipment and materials. Works without close supervision.
Paraprofessional/Certified
Pay Level 3/Pay Level 4
Provides a service or instruction in a specific field that requires certification and/or demonstrated mastery of advanced skill level. Typical positions include: athletics functions such as lifeguard, personal trainer, aerobics instructor; medical functions such as emergency response, blood drawer, medical assisting. Supervision level may vary.

Security
Pay Level 2/Pay Level 3
Performs general safety and security functions. Duties typically include: controlling access to assigned campus facilities; ID verification; patrol of grounds, parking lots, dorms and other facilities; making reports of incidents concerning safety and security on campus; providing escort service. Supervision level may vary.

Technical Assistant I
Pay Level 2
Performs standard technical support functions. Duties typically include: responding to routine user requests for services and assistance; receiving reports of hardware and software problems; monitoring functions; maintaining related records; providing training or tutoring on computer use. Direct or moderate supervision is provided.

Technical Assistant II
Pay Level 3/Pay Level 4
Performs advanced technical services. Duties may include: controlling the flow of work through a computer system; determining the source or cause of system problems and taking appropriate corrective action; database maintenance; developing or enhancing web based programs and information. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

Telemarketing Assistant I
Pay Level 1
Solicits annual donations from La Sierra University alumni for collegiate and University-wide fund raising campaigns; contacts potential students. Hours may include evenings.

Telemarketing Assistant II
Pay Level 2
Supervises student telemarketer assistant I.

Tutor
Pay Level 2/Pay Level 3
Provides tutoring to individuals on specific subject matter or discipline. Provides services to fellow students. May be required to have received a specific grade in the course or courses for which tutoring is provided, and to assess the progress of those receiving service. Supervision level may vary to minimal, with training and resources available to assist the tutor when needed.