Student Worker
Earnings and Salary Schedule Ranges

Effective August 17, 2009
STUDENT SALARY SCHEDULE
Effective August 17, 2009

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Classification Code</th>
<th>Hourly Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Worker I</td>
<td>87</td>
<td>Entry $7.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step 1 $7.25</td>
</tr>
<tr>
<td>Student Worker II</td>
<td>86</td>
<td>Entry $7.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step 1 $7.43</td>
</tr>
<tr>
<td>Student Worker III</td>
<td>85</td>
<td>Entry $7.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step 1 $7.61</td>
</tr>
<tr>
<td>Student Worker IV</td>
<td>84</td>
<td>Entry $10.55</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step 1 $10.55</td>
</tr>
</tbody>
</table>

Guidelines for Starting Pay and Pay Increases for Student Workers
The following are factors that are used to determine appropriate pay including: (a) the student’s qualifications including specialized skills and specialized training pertinent to the position; (b) the salary being paid to those with similar qualifications and responsibilities; (c) the labor market conditions for the position; and (d) the College’s budgetary limitations.

Criteria for Entry Level Pay for New Student Workers
The starting pay for newly employed students will be step one, which is the entry level for the position’s salary range, unless step two is warranted. It assumes the prospective student worker meets or exceeds the education, skills, and experience requirements of the position based on the job description. For example, the Office Student Worker I duties are straightforward and repetitive. The position requires an understanding of simple departmental procedures; knowledge of systems and complex procedures is not required. Experience is not necessary for the first year, and work is normally reviewed in progress. However, if the student has two years of recent full-time office experience and one year of college, the candidate’s starting pay will typically be Step One, which is the entry level for the pay range. The candidate has excellent qualifications for the position.

Factors to Consider for Starting an Employee at Step Two
If the student’s qualifications are exceptionally outstanding and are clearly beyond the minimum requirements for the position, a Step Two may be appropriate. Step Two is reserved for exceptional candidates with clearly outstanding experience, skills, and education and perhaps fall into the top 5% to 15% of all newly employed student workers. For example, the student may possess a technical license/certificate directly related to the position requirements. Another example would be a student who is fully trained and has considerable work experience in a comparable work setting, resulting in a...
minimal learning curve to perform the essential functions of the position. Using the same Office Student Worker I position example described above, a perspective employee who has 6 years of recent experience working in a office, has course work in office administration, is experienced in the use of MS Office and comes highly recommended by his/her former employer would be a good candidate for a Step Two recommendation.

**Labor Market Conditions**
The College may encounter difficulty in filling the position at the minimum salary for the job. This may be a factor when there is a critical shortage in the labor market and TCC’s ability to recruit and employ is limited by the labor market’s supply and demand. Thus, the need to pay beyond the entry level is appropriate.

**Pay Increases**
Future increases are subject to budgetary limitations and the student worker’s performance. Supervisors are encouraged to review pay at least annually for returning students. A student with outstanding performance may be reviewed for salary increases at the beginning of each semester. Pay increases should range from three to ten percent per year.
Tarrant County College District
Student Worker Job Description Form

Department Name: ______________________________   Ext: __________________
Job Title of Supervisor: ____________________________   Campus: __________________
Date: ______________________   Prepared by: ______________________________

Check the appropriate box below: (please see the attached descriptions for each Student Worker level.)

[ ] Basic-(Student Worker I)
[ ] Intermediate-(Student Worker II)
[ ] Advanced-(Student Worker III)
[ ] Project Based-(Student Worker IV)

Days of the week / Times of day work is performed:
____________________________________________________________________________________

Description of work activity: _________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Description of department requirements (skills, knowledge, experience, and ability or physical activity):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Job Class Description of Student Worker Levels

**Student Worker I**

Student workers at the I-level perform entry-level duties under close supervision. Duties are straightforward and repetitive. An understanding of simple departmental procedures is expected; knowledge of systems and complex procedures is not required. Employees must be able to follow verbal and written instructions. Experience is not necessary for the first year, and work is normally reviewed in progress. Typical assignments may include: general office assistance: light typing (including data entry), screening and routing mail, filing, making copies, answering phones, conveying messages, sorting, hand-stuffing envelopes, shelving library items, running errands, etc.

**Student Worker II**

Student workers at the II-level perform duties under general supervision. They exercise judgment in performing a variety of routine tasks. They select the procedure most appropriate to the work assignment. Their work is reviewed periodically. Typical assignments include: General office duties including use of the computer for non-technical final form typing and data entry; maintaining simple computer files; posting records; and compiling and verifying data. Typically student workers have the following qualifications: (a) basic skills in technology related to the area of work and (b) above average knowledge of equipment and/or regulations in the assigned area of work.

**Student Worker III**

Student workers at the III level perform skilled standardized and non-standardized operations where the required judgment involves a clear understanding of the applicable principles and practices. These employees make independent choices between predefined options or perform duties which require the exercise of initiative and judgment under limited supervision. Employees in this category must have education and/or related work experience in order to effectively perform their duties. Their work is generally reviewed upon completion of the assignment. Typical assignments may include: (1) Using well-developed office skills to compose, type, and proof correspondence and reports; setting-up and maintaining files; arranging appointments; word processing; text-editing; and moderately complex data entry; (2) writing basic program instructions and updating web pages using html software, use of low level computer programming skills requiring familiarity with and some understanding of programming procedures and techniques; (3) developing moderately complex spreadsheets and manipulating data in Excel files. Typically the position would require the following: completion of required certificates, course work, or training; one or more years of experience using technical skills; and may supervise other employees.

**Student Worker IV**

Student workers at the IV level perform highly skilled non-standardized work under minimal supervision. The work typically requires para-professional knowledge and may be performed by students who have developed a significant amount of knowledge and experience in a particular field. They typically work as programmers on complex assignments, lab assistants, teaching assistants, and/or web developers. Typically, student workers meet the following qualifications: above requirements and/or direct responsibilities for (a) administering programs; (b) supervising laboratories; and (c) applying federal/state regulations. Lastly, the student workers would be responsible for maintaining/operating certain high technical equipment.
Sample Student Job Description

Student Worker I Job Description

Job Title: Student Worker I – Library Aide

Department: Library

Reports to (Job Title): Library Director

Basic – Perform entry level duties

Salary: Hourly Wage (See Student Worker Salary Schedule)

Supervised: Close supervision. Work is normally reviewed in progress.

General Duties: Duties are straightforward and repetitive. Typical assignments may include but not limited to: General Office Assistance: light typing (including data entry), screening and routing mail, filing, making copies, answering phones, conveying messages, sorting, hand-stuffing envelopes, shelving library items, running errands.

Department Duties:
Provide instructional support to Continuing Education Classes. Duties can include life guarding, classroom aide, or office support. Run errands on campus as needed.

General Requirements: Experience is not necessary for the first year. An understanding of simple departmental procedures is expected; knowledge of systems and complex procedures is not required. Employees must be able to follow verbal and written instructions.

Department Requirements (skills, knowledge, experience, and ability or physical activity):
1. Able to lift at least 20 pounds.
2. Ability to communicate effectively.
3. Customer service skills.
4. Basic office skills
5. Lifeguard must hold a current life guard certification.

Name of Individual Preparing Job Description: Juan Masa

Date Prepared: 1/26/2006