



Student Employee Salary Schedule

Effective January 16, 2021

Table of Contents

	Page
Equal Employment Opportunity Statement.....	3
Relevant Student Policies	4
Guidelines for Pay	4
Labor Market Conditions	4
Job Class Description of Student Employee Levels	5
Administrative Support	5
Instructional Support	6
Mentor	6
Specialized Support.....	7
Student Salary Schedule.....	8
Student Employee Job Description Template	9

Equal Employment Opportunity

The College prohibits discrimination in any term or condition of employment or in the application for employment on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation or veteran's status. Equal Employment Opportunity is provided pursuant to Executive Order 11246, as amended, Title VII of the 1964 Civil Rights Act, as amended, Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1967, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, and the Americans with Disabilities Act of 1990. Tarrant County College will provide equal opportunity for all qualified and eligible persons and will promote the full realization of equal opportunity through positive, continuing programs in every department and work unit within the College.

Guidelines for Pay for Student Employees

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.

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.

Job Class Description of Student Employees

The student employee position will focus on administrative support, learning support or specialized support while offering educational and career growth.

Student employees are generally responsible for the following:

- Providing excellent customer service to students, faculty, staff and campus visitors
- Answering in-coming phone calls
- Performing a variety of administrative and/or office duties
- Providing assistance and support to faculty and/or staff in completing special projects as assigned

Shared Duties / Responsibilities:

- Performs general administrative responsibilities in support of the department / office / campus
- Completes department-specific projects as assigned
- Provides customer support to students
- Provides team support to colleagues
- Provides technical support on TCC platforms (e.g. WebAdvisor, myTCC, Blackboard, etc.)
- Additional duties / responsibilities as assigned
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite
- Completes all required training and professional development sessions sponsored through Tarrant County College (TCC)
- Supports the values of the College: diversity, teaching excellence, student success, innovation and creativity and service to the College
- Supports the mission, values and 3 goals and 8 principles of the College

Administrative Support

Student Employees under Administrative Support 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:

- Manages office correspondence (phone, mail)
- Operates office equipment

Example of Departments using this Student Worker

- Career Services
- Advising and Counseling
- Student Life
- Library

Instructional Support

Student Employees under Instructional Support 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:

- Provides lab and classroom support
- Addresses discipline specific questions from students
- Completes Tutoring Certification after hire
- Provides tutoring for discipline area or lab

Typically, student workers have the following qualifications:

- basic skills in technology related to the area of work and
- above average knowledge of equipment and/or regulations in the assigned area of work.

Example of Departments using this Student Employee

- Math, Science, Business Labs
- Intercultural Network
- Writing Center
- Computer Science Lab
- Sign Language Lab/Speech Lab

Mentor

Student Employees under Mentor 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. Their work is generally reviewed upon completion of the assignment.

Typical assignments include:

- Supports and engages with new students throughout the academic year
- Participates in one-on-one and group sessions as a campus / college advocate, role model and student resource
- Serves as an energetic and enthusiastic volunteer to help first-year students succeed at TCCD
- Learns and shares information about the TCCD community, student life, and campus resources
- Demonstrate leadership potential
- Be self-motivated with a positive attitude
- Learns about different cultures
- Develops and maintains relationships with as well as provides assistance and support for first-year students (focus on a smooth transition, acclimation, and a sense of belonging)
- Serve as a resource for students new to TCCD
- Helps facilitate and encourages attendance to all FYE programs
- Participates in training, programs and activities and attend group meetings

- Attends group meetings
- Serve as a positive role model

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.

Example of Departments using this job type

- Financial Aid
- Vet Success Center
- Transfer Center

Specialized Support

Student Employees under Specialized Support perform highly skilled non-standardized work under minimal supervision.

Typical assignments include:

- Completes campus / department specific projects
- Maintains confidentiality of all records and databases associated with assigned area
- Manages small research or technical related task
- Responsible for operating certain specialized technical equipment or working in department specific software (District departments – non-curriculum related)
- Provides support to assigned area during college presentations

Typically, student workers meet the following qualifications:

- Completed courses related to the department (e.g. Information Systems, HR, Office Administration, etc.)

Example of Departments using this Student Employee

- Campus President's Suite
- Office of Diversity, Equity & Inclusion
- District Information Technology
- Major Specific (i.e. Nursing, PR & Marketing, HR)

STUDENT SALARY SCHEDULE

Job Title	Classification Code	Hourly Pay
Administrative Support	83	\$8.79
Instructional Support	82	\$9.60
Mentor	81	\$10.55
Specialized Support	80	\$12.00

Student Employee Job Description Template

FLSA Status: Nonexempt
Class Code: 80, 81, 82, 83
Job Classification: Student

Job Summary

The student employee position will focus on administrative support, learning support or specialized support while offering educational and career growth.

Student employees are generally responsible for the following:

- Providing excellent customer service to students, faculty, staff and campus visitors
- Answering in-coming phone calls
- Performing a variety of administrative and/or office duties
- Providing assistance and support to faculty and/or staff in completing special projects as assigned

Essential Duties and Responsibilities

Shared Duties / Responsibilities:

- Performs general administrative responsibilities in support of the department / office / campus
- Completes department-specific projects as assigned
- Provides customer support to students
- Provides team support to colleagues
- Provides technical support on TCC platforms (e.g. WebAdvisor, myTCC, Blackboard, etc.)
- Additional duties / responsibilities as assigned
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite
- Completes all required training and professional development sessions sponsored through Tarrant County College (TCC)
- Supports the values of the College: diversity, teaching excellence, student success, innovation and creativity and service to the College
- Supports the mission, values and 3 goals and 8 principles of the College

Position Specific Duties / Responsibilities:

- **Administrative Support**
 - Manages office correspondence (phone, mail)
 - Operates office equipment
- **Instructional Support**
 - Provides lab and classroom support
 - Addresses discipline specific questions from students
 - Completes Tutoring Certification after hire
 - Provides tutoring for discipline area or lab

- **Mentor**
 - Supports and engages with new students throughout the academic year
 - Participates in one-on-one and group sessions as a campus / college advocate, role model and student resource
 - Serves as an energetic and enthusiastic volunteer to help first-year students succeed at TCCD
 - Learns and shares information about the TCCD community, student life, and campus resources
 - Demonstrate leadership potential – need more description (Kristin)
 - Be self-motivated with a positive attitude
 - Learns about different cultures
 - Develops and maintains relationships with as well as provides assistance and support for first-year students (focus on a smooth transition, acclimation, and a sense of belonging)
 - Serve as a resource for students new to TCCD
 - Helps facilitate and encourages attendance to all FYE programs
 - Participates in training, programs and activities and attend group meetings
 - Attends group meetings
 - Serve as a positive role model
- **Specialized Support**
 - Completes campus / department specific projects
 - Maintains confidentiality of all records and databases associated with assigned area
 - Manages small research or technical related task
 - Responsible for operating certain specialized technical equipment or working in department specific software (District departments – non curriculum related)
 - Provides support to assigned area during college presentations

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Minimum Requirements

- Currently enrolled in at least six (6) credit hours with Tarrant Count College
- Customer service experience
- Strong communication skills
- Experience with word processing, spreadsheet and presentation software (i.e. Microsoft Office)
- Experience with web-based software (e.g. Google Docs, iCloud, Blackboard, etc.)
 - **Administrative Support**
 - Professional telephone etiquette
 - **Instructional Support**
 - Completed courses in the discipline area (e.g. Math, Science, etc.)

- Earned grade of “B+” (88%) or higher in discipline area (e.g. Math, Science, English, etc.)
- **Mentor**
 - Be in good academic and student conduct standing
 - Familiar with the following
 - TCC Career Paths
 - TCC Campus Resources
 - Financial Aid Process
 - Leadership Skills
- **Specialized Support**
 - Completed courses related to the department (e.g. Information Systems, HR, Office Administration, etc.)

Desired Qualifications

- Certification related to department / discipline area

Knowledge, Skills, and Ability

- Ability to follow verbal and written instructions
- Ability to make entry level decisions
- Demonstrate good interpersonal and communication skills
- Willingness to ask questions
- Understanding of simple department procedures
- Ability to maintain a level of professionalism during working hours
- Has a genuine desire to help their peers succeed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.