**Student Employee Job Descriptions**

The following descriptions are to use as a guide for on-campus employers in determining an appropriate title code for a part-time student employee position. Within each official title class, an employer may deem a working title (i.e. a Student Technician may be a Web Designer). Although each title has a minimum and a maximum wage scale associated with it, employers may hire a student at a rate higher than the minimum. Employers should consider both experience and level of responsibility in determining a starting rate of pay.

Although paid through specific title codes, Federal Work Study and Texas College Work Study employees should be compensated with the same consideration as non-work study student employees.

**Student Assistant (7518)/Non-Affiliated Student Assistant (7677)**

A person with a few special skills and little or no previous training or work experience. A minimum amount of training is necessary to prepare the employee for work. The employee is generally well supervised and jobs are of a routine nature requiring little decision making.

**Student Coordinator (7463)/Non-Affiliated Student Coordinator (7478)**

Persons classified at this level require a moderate to high degree of mental activity and independent judgment in addition to extensive previous training and experience. The work performed involves decision making, responsibility for the safety of persons and property or supervision of other student employees and may be an essential function of departmental operations.

**Student Technician (7519)/Non-Affiliated Student Technician (7471)**

Persons classified at this level must have technical skills, knowledge of the job, or be in a training phase of a technical position, would need little to a moderate amount of supervision, and would occasionally be placed in a supervisory position. *Since other student employee classifications require ordinary skills and abilities, the technician classification will be awarded sparingly.*
Determining the Rate of Pay

Refer to the Student Employee Pay Scale below. You may start a Student Employee at any hourly rate within the pay range.

Minimum Pay
Student employees must be paid at least minimum wage per the Fair Labor Standards Act.

Student Employee Pay Scale

The rate of pay should be determined based upon employment/academic experience and level of responsibility. Federal Work Study and Texas College Work Study students should be compensated with the same consideration as non-work-study students. Also, it is the responsibility of the hiring department to ensure that students working under the student employee title codes are eligible for student positions (i.e., enrolled or pre-registered for the following semester at TAMUG, or another institution if non-affiliated student employees).

<table>
<thead>
<tr>
<th>Object Class</th>
<th>Title Code</th>
<th>Job Title</th>
<th>Current Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1740</td>
<td>7518</td>
<td>Student Assistant</td>
<td>$7.25 - $15.00</td>
</tr>
<tr>
<td>1740</td>
<td>7463</td>
<td>Student Coordinator</td>
<td>$7.25 - $17.00</td>
</tr>
<tr>
<td>1740</td>
<td>7519</td>
<td>Student Technician</td>
<td>$7.50 - $17.00</td>
</tr>
<tr>
<td>1745</td>
<td>7560</td>
<td>Federal College Work Study - Student</td>
<td>$7.25 - $17.00</td>
</tr>
<tr>
<td>1745</td>
<td>7649</td>
<td>Federal College Work Study – Community Service</td>
<td>$7.25 - $17.00</td>
</tr>
<tr>
<td>1745</td>
<td>7748</td>
<td>Texas College Work Study – Off Campus</td>
<td>$7.25 - $17.00</td>
</tr>
<tr>
<td>1740</td>
<td>7677</td>
<td>Non-Affiliated Student Assistant</td>
<td>$7.25 - $15.00</td>
</tr>
<tr>
<td>1740</td>
<td>7478</td>
<td>Non-Affiliated Student Coordinator</td>
<td>$7.25 - $17.00</td>
</tr>
<tr>
<td>1740</td>
<td>7471</td>
<td>Non-Affiliated Student Technician</td>
<td>$7.50 - $17.00</td>
</tr>
</tbody>
</table>

For rate increases or promotions, a justification memo must be routed for approval through your department head, to the Executive Director of Human Resources. A performance review must also be attached (see page 21 for more information regarding Student Employee Performance Reviews). Any student employee not meeting the necessary requirements will not be approved for the requested action. A sample memo is included at the end of this manual.

The descriptions on the following page are to be used as a guide for placing student employees in an appropriate job title. Hiring departments should consider both experience and level of responsibility in determining a starting rate of pay.

Revised 04/13/2017