

**ATTACHMENT A**

California State University San Marcos  
Student Assistant Salary Schedule

These salary level guidelines are provided to assist departments in determining the appropriate salary placement for student employees. New appointments are generally placed at the minimum of the appropriate pay range to allow growth within the range. There are four job levels each with corresponding pay ranges, and criteria for identifying the level. For questions and advice regarding student employee salary placement, contact Human Resources 760-750-4418.

<b>Criteria</b>		<b>Pay Range</b>	
<b>Skill Level</b>	<b>Description</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Level I</b>	Entry level position, under immediate supervision, performs routine tasks requiring no previous experience, specific education, or specialized skills. Typical tasks include, but not limited to: shelving books, clerical tasks such as filing, photocopying, data entry and general clerical support tasks; cleaning lab equipment and simple cashiering.	<b>\$13.00</b>	<b>\$14.50</b>
<b>Level II</b>	Mid-level position, under general supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Typically requires discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level duties. Typical tasks include, but are not limited to: clerical tasks requiring data entry and word processing proficiency, receptionist duties necessitating a thorough knowledge of office policies, procedures and programs.	<b>\$13.50</b>	<b>\$15.00</b>
<b>Level III</b>	Mid-level position, under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education or knowledge of software, or performs work requiring considerable discretion in judgment and decision-making. Typical duties include, but are not limited to: responsibility for coordinating the work of lower level student employees, assist with entering complex budget information; complex cashiering and	<b>\$15.50</b>	<b>\$17.00</b>
<b>Level IV</b>	Highest level position, under general or job-related specific supervision, completes highly complex assignments requiring specialized knowledge and previous experience. May direct the work of others, consult with others, both on- and off-campus, and may be responsible for the project/assignment from conception through implementation and evaluation. Typical duties include, but are not limited to: providing technical support to Faculty/Staff/Students; computer analysis and programming; complicated or technical research, assist with complex budget spreadsheets and perform complex clerical tasks.	<b>\$17.50</b>	<b>\$19.50</b>