

CSUSM Corporation
Student Assistant Classification and Salary Guide
2022

Job Class	Student Assistant Level I	Student Assistant Level II	Student Assistant Level III	Student Assistant Level IV
Education/Training	CSUSM Student enrolled in at least six units.	Some education or specialized skills required. CSUSM student	High skill level and education required. CSUSM undergrad or grad student.	High skill level and education or Graduate level coursework required. CSUSM Grad or undergrad.
Work Experience	Not required.	Some job related experience, education or specialized skills required.	Job experience required with some level of responsibility.	Extensive job related experience with high level responsibility.
Level of Independence	Under direct supervision until trained, minimal direction required after training.	Works under general supervision, referring questionable issues to a supervisor. May direct other student employees in routine work assignments.	May be required to use independent judgment to solve problems or make decisions. May direct other student employees in work assignments, as well as supervise in the absence of regular supervisor.	Will be required to use independent judgment to solve problems and/or make decisions, working under minimal supervision sometimes leading project teams. May supervise other student assistants
Job Complexity	Performs routine tasks which require brief training period; limited responsibility, no supervisory assignments other than training of other students employees assigned to perform similar tasks.	In addition to routine tasks, completes specific projects as assigned. Expected to use independent judgment and may be required to make decisions about accomplishing work assignments.	Performance of more complex tasks. Requires individual initiative and limited problem solving abilities; expected to use independent judgment and may be required to make decisions about accomplishing work assignments; sometimes involves supervision of other student assistants.	Assignments and projects are specialized, varied, and complex. Serves as resource and provides lead work direction. Coordinates and completes a wide range of complex and specialized assignments and reports results.
Computer Skills/Keyboard Skills	Knowledge of basic computer software; word-processing, spreadsheet. Use of calculator, basic math skills. Correct use of grammar.	Proficiency using software; word processing, spreadsheet, database. Typing. Thorough knowledge of office procedures.	Substantive technical competence may include web creation, update, and maintenance.	Advanced knowledge of computer software and specialized programs. Unique, unusual, or particularly demanding skills requirements.
Typical tasks	Typical tasks include, but are not limited to: setting up for events, clerical tasks such as filing, photocopying, light typing and general clerical support tasks, basic lab work to include cleaning lab and glassware. Trainee level. Lower level tutoring.	Tasks include, but are not limited to: general clerical tasks, receptionist duties, research and lab assistance, limited accounting support. Peer counseling/advising.	Complicated or technical research: computer analysis and programming; clerical tasks including technical typing and production of complex documents.	Typical tasks include, but are not limited to: media production; complex computer analysis and programming; program coordinator; student supervisor. Advanced research analysis, course instruction.
Workplace Conditions	Typical office environment. May require field work in support of research activity.	Typical office environment. May require field work in support of research activity.	Typical office environment. May require field work in support of research activity.	Typical office environment. May require field work in support of research activity.
FLSA Status	Non-exempt = Overtime pay required	Non-exempt = Overtime pay required	Non-exempt = Overtime pay required	Non-exempt = Overtime pay required
Pay Grade	Student Asst I	Student Asst II	Student Asst III	Student Asst IV
Hourly Pay Ranges	\$15.00 - \$15.75	\$15.50 - \$16.75	\$16.50 - 18.75	\$18.50 - \$23.50

NOTES

- 1) All Job Class requirements remain the same
- 2) Increase SA Level I min pay rate by \$1.00/hour and max by \$0.75/hour; increase SA Levels II, III, and IV min and max pay rate by \$0.75/hour

01-01-20 (Min Wage Increase); 01-01-21 (Min Wage Increase); 01-01-22 (Min Wage Increase)