

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. Salary for Student Employees should be based on the overall complexity and scope of assigned duties—not on funding source (e.g., regular student employment vs. Work-Study). It is the department’s responsibility to establish job duties and ensure that Student Employees are compensated appropriately and equitably for the work performed.

For questions and advice regarding student employee salary placement, contact Human Resources 760-750-4418.

There are no official CSU classification levels for Student Employees; however, the following information may be used as a general guide in establishing salary:

Level	General Description of Duties	Typical Duties	Recommended Salary
1	Entry level position, under immediate supervision, performs routine tasks requiring no previous experience, specific education, or specialized skills. Duties are routine, repetitive, and non-technical; little independent problem-solving or decision-making required; work may require light, if any, physical exertion. Tasks are learned quickly after a brief training period.	Shelving books; clerical tasks such as filing, photocopying, data entry and general clerical support tasks; cleaning lab equipment and simple cashiering.	Low end of salary range
2	Mid-level position, under general supervision, performing duties involving a higher degree of skill and/or responsibility; work may require prior experience, training, knowledge or specialized skills. Typically requires discretion in judgment and decision-making. Tasks may be performed with greater independence; job involves moderate to heavy physical exertion; may operate light equipment or machinery.	Clerical tasks requiring data entry and word processing proficiency; receptionist duties necessitating a thorough knowledge of office policies, procedures & programs; responsibility for coordinating the work of lower-level student employees; assist with entering complex budget information; complex cashiering.	Mid-range
3	Highest level position, under general or job-related specific supervision, completes highly complex assignments requiring specialized knowledge, education 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. Work is typically in specialized areas; work is semi-skilled, technical, or administrative; requires interpretation, reasoning, and independent judgment; may include skilled laboring jobs.	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 & perform complex clerical tasks.	High end of salary range

Student Employee Salary Range

All On-Campus Student Employees	\$16.00 up to	\$24.00 per hour
Off-Campus Work-Study	\$16.00 up to	\$24.00 per hour

Student Employees may not be appointed below the minimum or above the maximum salary range.