

WASHINGTON STATE UNIVERSITY
 STUDENT EMPLOYMENT CLASSIFICATION AND COMPENSATION PLAN
 EFFECTIVE July 1, 2024

<u>TYPE OF WORK</u>	<u>TITLE CODE</u>			<u>WAGE RATE</u>		
	<u>Non Work Study</u>	<u>WSU Work Study</u>	<u>Federal Work Study</u>	<u>Min. Rate</u>	<u>Max. Rate</u>	
<u>CLERICAL ASSISTANT</u> – Performs clerical, fiscal and administrative support tasks.						
LEVEL:						
I	Duties are routine and repetitive in nature as detailed by supervisor’s instructions. Duties may include answering phone calls, directing visitors, retail sales, general filing, shelving books, basic word processing and data entry, scheduling meetings and events, handing out equipment, and preparing coursework materials.	9001	9601	9801	\$16.28	\$22.75
II	Duties require exercising judgment under general supervision. Apply skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, word processing, data entry, equipment operation, event coordination, travel coordination, scheduling and general office support.	9002	9602	9802	\$16.28	\$25.00
III	Duties require using independent judgment to perform complex administrative or fiscal duties. May direct the work of others. Tasks include interpretation of university policies and administration of a project or program.	9003	9603	9803	\$16.28	\$28.00

For State Work-Study Rates, see pages 8-11

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<u>Non</u>	<u>WSU</u>	<u>Federal</u>	<u>Min.</u>	<u>Max.</u>
<u>Work</u>	<u>Work</u>	<u>Work</u>	<u>Rate</u>	<u>Rate</u>
<u>Study</u>	<u>Study</u>	<u>Study</u>		

TYPE OF WORK

LECTURER (Non-Academic) – Organizes and provides expertise to lead a non-credit or non-academic course. Has specialized knowledge through formal academic or technical education or experience. May require a degree.

LEVEL:

I	Under general supervision, provide expertise in a field of study that allows the incumbent to lead a non-academic course, workshop, seminar or similar activity.	9017	9617	9817	\$16.28	\$39.50
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See page 7 for Academic Student Employees who serve as a Teaching Assistant – Undergraduate who teach or service as a teaching assistant or a Research Assistant – Undergraduate who engage in research and analysis under a faculty member’s supervision.

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	Non Work <u>Study</u>	WSU Work <u>Study</u>	Federal Work <u>Study</u>	Min. <u>Rate</u>	Max. <u>Rate</u>	
<p><u>PRECEPTOR</u> – Organizes and provides expertise to conduct a practice laboratory, lead an applied techniques course, tutor in a field of study, proctor testing and grade coursework. Has specialized knowledge through formal academic education or experience. May require a degree.</p>						
LEVEL:						
I	Under general supervision, provide expertise in a field of study that allows the incumbent to tutor individuals or groups. Has specialized knowledge to proctor during testing, assist students in a practice laboratory, lead an applied techniques course or grade coursework.	9019	9619	9819	\$16.28	\$31.00
II	Independently handles responsibilities of a tutoring program, applies specialized knowledge to guide others in a practice laboratory or applied techniques course or directs procedures and proctoring for standardized testing. May direct the work of others.	9020	9620	9820	\$16.28	\$39.50

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<u>SERVICE WORKER</u> – Performs unskilled work primarily of a manual nature that provides comfort, cleanliness, safety or care of buildings, facilities or grounds.						
LEVEL:						
I	Duties involve unskilled labor tasks that are routine and repetitive in nature. Minimal training is required to carry out assignments. Work is done under supervision.	9006	9606	9806	\$16.28	\$23.50
II	Duties involve semi-skilled labor that may require specialized training or licenses. Incumbents work under general supervision. Tasks of a specialized nature and moderate complexity may require incumbent to draw on experience and use judgment.	9007	9607	9807	\$16.28	\$26.00
III	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	9008	9608	9808	\$16.28	\$28.00

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	Non Work <u>Study</u>	WSU Work <u>Study</u>	Federal Work <u>Study</u>	Min. <u>Rate</u>	Max. <u>Rate</u>	
<u>SKILLED TRADES WORKER</u> – Performs skilled manual labor normally requiring a minimum of four years of experience and/or training.						
LEVEL:						
I	Work is performed under general supervision. Tasks require knowledge and experience in a variety of related areas; design, fabrication, installation, maintenance or repair work. Projects focus on equipment, parts, construction projects or facilities.	9009	9609	9809	\$16.28	\$29.50
II	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all skilled trade lead and supervisory personnel)	9010	9610	9810	\$16.28	\$31.75

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	<u>Non Work Study</u>	<u>WSU Work Study</u>	<u>Federal Work Study</u>	<u>Min. Rate</u>	<u>Max. Rate</u>	
<p><u>TECHNICAL ASSISTANT</u> – Performs assignments requiring special care or specialized knowledge gained through formal academic, technical or vocational training or experience. Positions support administrative, professional or research staff.</p>						
LEVEL:						
I	Duties are routine and repetitive and performed under supervision. Tasks may include working with animals, working with computers or electronic equipment, maintenance of laboratory equipment, comparing and reporting of data in support of research.	9011	9611	9811	\$16.28	\$27.50
II	Duties require independent actions, use of judgment and specific knowledge or experience in a technical specialty, typically two years in the specialty or equivalent. Works under general supervision. May assist with research projects, operate computer systems, prepare materials for presentation or coursework, and prepare laboratory materials.	9012	9612	9812	\$16.28	\$32.30
III	Duties include the above with full responsibility for work done. May direct the work of others. Tasks have a high degree of complexity, including design and planning responsibilities.	9013	9613	9813	\$16.28	\$37.25

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WSU/UAW Academic Student Employees

Effective May 1, 2024, these classifications can be used year-round and replace the student Technical Assistant, Preceptor, and Lecturer when the duties rise to the level noted in the descriptions below. [WSU-UAW job classifications](#)

TYPE OF WORK

Teaching Assistant – Undergraduate 9951-YY_Student

Teaching or serving as a teaching assistant. May assist faculty in teaching courses and labs, grading examinations, problem sets, or lab assignments, setting up displays for lectures and labs, or preparing or maintaining laboratory equipment. To meet this level of work, multiple duties would be combined with the majority of the work being teaching/assistance. May not rise to the level if only performing a portion of duties and lab maintenance or grading.

Example:

YES - Teaching or assisting in teaching a course or lab with multiple duties

NO - Tutor, grader, reader, proctor, recreational fitness instruction

Research Assistant – Undergraduate 9952-YY_Student

Engages in research under a faculty member’s supervision.

Example:

YES - Research data entry and/or review **AND** analysis

NO - Research data entry, maintain inventory, lab maintenance

ASE HOURLY RATES

Hourly rate ranges for Teaching Assistant – Undergraduate and Research Assistant – Undergraduate is \$17.09 to \$39.50 per hour. The minimum rate is based on the work location. [Article 35.3](#)

Work Location	Hourly Minimum
Pullman	\$17.09
Spokane, Prosser, Tri-Cities, Wenatchee	\$17.60
Mt. Vernon, Puyallup	\$17.94
Vancouver, Everett	\$18.28

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The following list includes examples of classifications typically used. It is not all-inclusive.

TYPE OF WORK Comparable Classified Staff Titles	Title Code	Minimum Work Study Rate
CLERICAL ASSISTANT I	9701	
Cashier 1 (149E / 30)		\$16.60
Customer Service Specialist 1 (102A / 35)		\$17.79
Digital Printing Operator (206H / 30)		\$16.60
Events Coordinator 1 (111A / 30)		\$16.60
Fiscal Tech 1 (148L / 30)		\$16.60
Media Assistant 1 (203O / 30)		\$16.60
Office Assistant 1 (100H / 30)		\$16.60
Retail Clerk 1 (227F / 32)		\$16.60
CLERICAL ASSISTANT II	9702	
Customer Service Specialist 2 (102B / 37)		\$18.61
Events Coordinator 2 (111B / 35)		\$17.79
Fiscal Technician 2 (148M / 34)		\$17.40
Library & Archives Paraprofessional 1 (262I / 31)		\$16.60
Media Assistant 2 (203P / 32)		\$16.60
Office Assistant 2 (100I / 32)		\$16.60
Program Assistant (107M / 37)		\$18.61
Retail Clerk 2 (227G / 34)		\$17.40
Secretary (100S / 33)		\$17.02
CLERICAL ASSISTANT III	9703	
Administrative Assistant 3 (105G / 40)		\$19.98
Events Coordinator 3 (111C / 39)		\$19.50
Fiscal Specialist 2 (151F / 43)		\$21.43
Fiscal Technician 3 (148N / 36)		\$18.20
Library & Archives Paraprofessional 2 (262J / 37)		\$18.61
Media Assistant 3 (203Q / 35)		\$17.79
Office Assistant 3 (100J / 34)		\$17.40
Program Coordinator (107N / 40)		\$19.98
Secretary Senior (100T / 35)		\$17.79
LECTURER I	9717	
Instruction & Classroom Support Technician 3 (255O / 47)		\$23.52
PRECEPTOR I	9719	
Curriculum Advisor (253L / 35)		\$17.79
Instruction & Classroom Support Technician 2 (255N / 44)		\$21.90
PRECEPTOR II	9720	
Instruction & Classroom Support Technician 3 (255O / 47)		\$23.52

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SERVICE WORKER I	9706	
Animal Technician 1 (525E / 30)		\$16.60
Cook 1 (674G / 35)		\$17.79
Custodian 1 (678I / 32)		\$16.60
Early Childhood Program Specialist 1 (256A / 30)		\$16.60
Farmer 1 (565I / 30)		\$16.60
Food Service Worker (675F / 34)		\$17.40
Grounds & Nursery Services Specialist 1 (591I / 32)		\$16.60
Mail Carrier – Driver (113I / 30)		\$16.60
Stockroom Attendant 1 (116E / 30)		\$16.60
Warehouse Operator 1 (117I / 32G)		\$19.06
SERVICE WORKER II	9707	
Cook 2 (674H / 38)		\$19.06
Custodian 2 (678J / 34)		\$17.40
Early Childhood Program Specialist 2 (256B / 36)		\$18.20
Farmer 2 (565J / 33)		\$17.02
Food Service Worker Lead (675G / 37)		\$18.61
Grounds & Nursery Services Specialist 2 (591J / 34)		\$17.40
Parking Guide (386E / 38)		\$19.06
Sports Equipment Manager 2 (702H / 34)		\$17.40
Stockroom Attendant 2 (116F / 32)		\$16.60
Warehouse Operator 2 (117J / 34G)		\$19.98
SERVICE WORKER III	9708	
Custodian 3 (678K / 37)		\$18.61
Farmer 3 (565K / 38)		\$19.06
Food Service Supervisor 1 (675H / 41)		\$20.45
Grounds & Nursery Services Specialist 3 (591K / 36)		\$18.20
Utility Worker 2 (595L / 33G)		\$19.50
Warehouse Operator 3 (117K / 38G)		\$21.90

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SKILLED TRADES WORKER I	9709	
Carpenter (605E / 42G)		\$24.10
Equipment Operator 1 (618R / 38E)		\$20.94
Equipment Technician I (600I / 33G)		\$19.50
Maintenance Mechanic 1 (626J / 44G)		\$25.34
Painter (619F / 42G)		\$24.10
Plumber/Pipefitter/Steamfitter (621F / 50G)		\$29.41
SKILLED TRADES WORKER II	9710	
Electrician (608F / 50G)		\$29.41
Equipment Operator 2 (618S / 45G)		\$25.96
Equipment Technician 2 (600J / 46G)		\$26.62
Maintenance Mechanic 2 (626K / 47G)		\$27.24
TECHNICAL ASSISTANT I	9711	
Animal Technician 1 (525E / 30)		\$16.60
Broadcast Technician 1 (201E / 37)		\$18.61
Data Consultant 1 (125A / 43)		\$21.43
Electronics Technician 1 (592J / 37G)		\$21.43
Facilities Drafting Technician 1 (540H / 36)		\$18.20
IT Support Technician 1 (481C / 42)		\$20.94
Instruction & Classroom Support Technician 1 (255M / 39)		\$19.50
Laboratory Assistant 1 (510E / 38)		\$19.06
Laboratory Technician 1 (510G / 44)		\$21.90
Media Technician (203E / 30)		\$16.60
Plant Technician 1 (570J / 32)		\$16.60
Research Aide 1 (509E / 31)		\$16.60
Research Study Assistant (323L / 33)		\$17.02
Specimen Processing Technician (510P / 37)		\$18.61
TV/Video Equipment Operator 1 (203J / 30)		\$16.60
Veterinary Specialist 1 (524A / 42)		\$20.94

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TECHNICAL ASSISTANT II	9712	
Animal Technician 2 (525F / 32)		\$16.60
Broadcast Technician 2 (201F / 42)		\$20.94
Data Consultant 2 (125B / 46)		\$22.98
Drafting Technician 2 (540E / 41)		\$20.45
Electronics Technician 2 (592K / 45G)		\$25.96
Graphic Designer (198F / 42)		\$20.94
IT Support Technician 2 (481D / 46)		\$22.98
Instruction & Classroom Support Technician 2 (255N / 44)		\$21.90
Laboratory Technician 2 (510H / 47)		\$23.52
Plant Technician 2 (570K / 37)		\$18.61
Recreation & Athletic Specialist 1 (701E / 35)		\$17.79
Research Aide 2 (509F / 37)		\$18.61
Stage Technician 1 (202E / 39)		\$19.50
TV/Video Equipment Operator 2 (203K / 32)		\$16.60
Veterinary Specialist 2 (524B / 50)		\$25.34
TECHNICAL ASSISTANT III	9713	
Animal Technician 3 (525G / 34)		\$17.40
Communications Consultant 1 (197I / 38)		\$19.06
Data Consultant 3 (125C / 56)		\$29.41
Drafting Technician 3 (540F / 45)		\$22.47
Electronic Media Producer (200E / 41)		\$20.45
Electronics Technician 3 (592L / 47G)		\$27.24
Engineering Technician 1 (538G / 45)		\$22.47
IT Entry Customer Support (482CS / 01IT)		\$29.29
Instruction & Classroom Support Technician 3 (255O / 47)		\$23.52
Veterinary Specialist 3 (524C / 53)		\$27.24