

## George A. Smathers Libraries Student Assistant Pay Rate Policy

**I. Student Assistants:** Students are hired for a variety of tasks in the University Libraries. Student assistants include undergraduate and graduate student employees with Other Personnel Services (OPS; including both internally or externally funded) and Federal Work Study (FWS) appointments.

**II. Pay Rates:** Pay rates for student assistants are based on level of responsibility and required skill (i.e. level), and longevity of employment (i.e. step). All students are paid according to the same scale, defined in section V. **Effective August 18, 2023, the minimum pay rate for any position is \$12.00/hour.** Pay rates are reviewed annually for compliance with wage laws and to support competitive recruitment.

**III. Levels:** Student jobs are divided into 5 levels based on responsibility and skill required to perform the assigned tasks. An additional open-ended pay level (level 6) is available for appointments that include a majority of advanced tasks that do not fall into levels 1 through 5. Level 6 may be appropriate for graduate student assistants that are able to perform specialized duties.

1. **Determining Level:** The level, and associated pay rate, for a student assistant with a variety of tasks should match the majority percentage of duties assigned.

*For example: A student assistant in Access and Resource Sharing spends 15% of their time repairing books, 10% of their time processing invoices (both Level 2 responsibilities) and 75% of their time shelving books (a Level 1 responsibility). Since the majority of the appointment requires the successful completion of Level 1 tasks, the student assistant's rate of pay is Level 1.*

### 2. Common tasks associated with each level

**Level 1:** This is work performing general clerical/office duties that require basic skills and minimal training with average responsibility.

- Shelve books, shelf-read
- File microforms
- File maps
- Retrieve materials for library users (basic)
- Answer telephone/refer calls
- General office assistance
- Photocopy library materials
- Do pamphlet binding
- Prepare periodicals for commercial binding (gather loose issues, assemble in correct order)
- Tattle tape, plate, property stamp, other physical processing
- Gather and tabulate statistics

- Deliver material
- Transport, pack, unpack materials
- Does not include working with ALMA records
- Does not include reference work
- Entering/updating/finding aid data in ArchiveSpace

**Level 2:** This is work performing specialized clerical/office duties that require average skills, training, and responsibility.

- Process invoices
- Type forms, letters, reports, etc.
- Repair books
- Search records on ALMA
- Remote storage workers
- Search the Internet for specific information
- Create and attach labels
- Return material to vendors
- Retrieve materials from branch libraries (unsupervised ILL and Course Reserves)
- Sort, brand, and package materials for shipping (ILL)

**Level 3:** This is work performing paraprofessional library tasks that require basic skills, training, and responsibility.

- Staff circulation, microform, or other service desk during regular business hours, or on nights and weekends with supervision
- Assistance with microform, audio/visual equipment
- Enter routine data in databases other than ALMA
- New book processing, including checking invoices, ALMA records, etc.
- Copy cataloging using Library of Congress copy
- Search on OCLC, download records
- Checking in and claiming materials
- Advanced searching on ALMA
- Entering bibliographic data using cataloging template
- Adding constant data to bibliographic records
- Performs opening procedures
- Plans and implements major stack shifts
- Scanning and uploading documents for electronic delivery via Odyssey (ILL)

**Level 4:** This is work performing advanced paraprofessional tasks that require extensive skills, training, and responsibility.

- Open and close departments on nights and weekends – Unsupervised
- Staff circulation, micro rooms, and information desks – Unsupervised
- Staff information /reference service desk (Library Assistant/Associate-level person at MSL)-Unsupervised
- Copy cataloging using non-Library of Congress copy

- Brittle books processing
- Computer inventory work
- Preparing financial statements
- Paying invoices
- Adding complex entries to database
- Electronic Reserves processing in Ares, updating ALMA records, searching the catalog, and screening requests against copyright guidelines

**Level 5:** This is work performing specialized paraprofessional tasks that require special skills and training.

- Floor supervisor / Supervising other students.
- Training new staff in use of specialized software
- Preparing student payroll
- Students who run units and branch libraries with no full-time staff
- Physical labor for various library construction projects
- Remote storage supervisors

**Level 6:** This is work performing paraprofessional tasks equivalent to those performed by regular staff. This position level requires a job description approved by the Department Chair, for each student at this level. The job description shall be provided to Library Human Resources (LHR) and kept in the departmental file. Examples of duties appropriate for this level include, but are not limited to:

- Computer programming
- Library Assistant/Associate level work
- Web design and maintenance
- Social Media

3. **Requesting a change in level:** To request a change in level for a student the supervisor emails LHR with an updated job description and Department Chair or Unit Head approval (email approval is acceptable).
4. **Multiple Appointments with different levels:** A student assistant may have more than one appointment if working at different levels in different departments.

*For example: A student assistant may have an appointment with Level 2 responsibilities in Acquisitions and a second appointment with Level 1 responsibilities in Access and Resource Sharing. Each appointment is paid separately at the appropriate level. A separate time sheet is completed for each appointment.*

**IV. Steps:** Student rates of pay increase with longevity of employment in the libraries (i.e. step raises). Students should advance one pay step after two full semesters of service with the libraries, including fall and or spring semesters. Summer service is not counted toward determination of pay steps. Fall and Spring semesters do not need to be consecutive.

1. **Requesting a step raise:** Processing of step raises will happen once a year during a window of time prior to the fall Federal Work Study start date (Late July – Early August). The LHR office will notify supervisors of the window for submitting student step raises.
2. **Retention of step rate:** If a student changes job levels within the year, they retain their step rate.

*For example, if a student who is on Step 3 of employment in a Level 1 position is given a Level 3 job in the middle of the academic year, that student’s new salary would be Level 3, Step 3.*

*For example, if a student is working in Access Services staffing the circulation desk at Level 2, Step 2 and moves to Acquisitions and Collections Services to process invoices at Level 1, the student’s pay rate would change to Level 1, Step 2. Supervisors should work closely with students when making this change to ensure that the student clearly understands the change will impact their pay rate.*

**V. Pay schedule (effective August 18, 2023)**

<b>FY 2023-2024 Pay Schedule for Undergraduate and Graduate Student Assistants</b>				
	<b>step 1</b>	<b>step 2</b>	<b>step 3</b>	<b>step 4</b>
<b>level 1</b>	\$12.00	\$12.05	\$12.10	\$12.15
<b>level 2</b>	\$12.25	\$12.30	\$12.35	\$12.40
<b>level 3</b>	\$12.50	\$12.55	\$12.60	\$12.65
<b>level 4</b>	\$12.75	\$12.80	\$12.85	\$12.90
<b>level 5</b>	\$13.23	\$13.63	\$14.01	\$14.45
<b>level 6</b>	Open-ended schedule for special tasks			

**VI. Responsibility:** It is the responsibility of LHR to maintain this policy and procedure under the direction of the Dean of the Libraries.

**VII. Last Updated:** June 22, 2023

- Revised: August 8, 1997; April 2001; July 2003, November 20, 2004; December 12, 2005; December 6, 2006; November 7, 2007; December 19, 2008; May 28, 2009; May 19, 2011; January 5, 2012; January 1, 2013; January 1, 2014; January 1, 2015; January 1, 2017; January 1, 2018; January 1, 2020; January 1, 2021; June 22, 2023