

# EAST CAROLINA UNIVERSITY

## Federal Work Study

### Manual

(updated – July 22, 2009)



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## SECTION A

### 1. FEDERAL WORK STUDY: WHAT IS IT AND HOW IT WORKS

Federal Work Study (FWS) is a "Title IV" student financial aid program. Its purpose is to provide students with an opportunity to earn money to help meet educational expenses associated with college attendance. FWS earnings are not applied to a student's tuition or other university expenses. Students are paid twice a month through direct deposit for hours worked. FWS should compliment and reinforce the educational or vocational goals of the student. FWS students must complement, not replace, regular employees.

FWS funds are allocated to East Carolina University on an annual basis, as part of the "campus-based aid program" funding process. ECU is required to match FWS funds so that 75% of a student's earnings are paid with federal funds and 25% of the earnings are paid with "other" funds. Currently, North Carolina State Education Assistance Authority provides some of the "other" funds and ECU provides the rest.

The Office of Student Financial Aid reviews student financial aid applications and awards FWS to eligible students. ECU receives a FWS allocation each year which limits the amount of FWS funds available to award to students.

The FWS program offers many rewarding positions on and off campus. Students can choose to work;

- a) On-campus with any ECU department
- b) Off-campus with approved Community Service Agencies (must be a non-profit organization)
- c) STAT - Students with partial FWS awards (less than \$1500) are encouraged to work through our STAT (Student Temporary Assist Team) program. Learn more about STAT at [www.ecu.edu/cs-studentlife/hireapirate/studentstat.cfm](http://www.ecu.edu/cs-studentlife/hireapirate/studentstat.cfm).

### 2. HOW THE STUDENT APPLIES FOR FWS

A student must complete the Free Application for Federal Student Aid (**FAFSA**) each academic year. The FAFSA is available in November/December and can be filed after January 1 for the upcoming academic year. The majority of the students complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Office of Student Financial Aid recommends that students interested in FWS positions apply as soon after January 1 as possible.

Once the Office of Student Financial Aid determines if a student has eligibility and is awarded work study, the student can accept their FWS award on One Stop/Banner Self Service for Fall/Spring awards. Students who accept their FWS award will receive a Hiring Authorization Form via ECU email from Financial Aid. The FWS Hiring Authorization Form is the official form that shows the student does have an FWS award and includes; the amount of FWS that a student can earn, the time period the student is authorized to work, and the void date. Students should take this form with them to all interviews. The Student Employment Office will also email additional instructions to FWS students outlining job search processes and further FWS procedures.

Students who are interested in working but who are not initially awarded FWS funding should contact the Financial Aid Office. Additional FWS awards may be made, if funds are available (due to attrition in the population of students originally offered FWS funding). There is limited FWS funding so not all students who are eligible receive offers.

Federal Work Study positions are posted online via **Pirate Jobs**. To access these listings, students should visit <http://piratejobs.experience.com>. Students need to log-in, Username: ECU email address and Password: 0 (the # zero) and follow the prompts. Search approved FWS jobs by scrolling to the **One-Click Searches** section in the middle of the page. Click one of the FWS links depending on where you want to work; **On campus** with ECU department or **Off Campus** with a Community Service Agency.

- **SUMMER WORK STUDY:** Only FWS jobs with “**Summer 09 FWS**” in the job title are approved for the May 11, 2009 – August 23, 2009 work period.
- **FALL 2009 – SPRING 2010 WORK STUDY:** FWS jobs with “**Fall 2009 – Spring 2010 FWS**” in the job title are approved for the August 25, 2009 – May 6, 2010 work period.

Application procedures are outlined in each job description. Some jobs allow the student to apply through the system as long as he/she has a resume or student employment application loaded in **Pirate Jobs**. Students who need assistance should contact the Career Center at 252.328.6050 or [career@ecu.edu](mailto:career@ecu.edu). Students should take their Hiring Authorization Form with them to any interviews.

When the student is hired, the employing department or community service agency completes the middle section of the Hiring Authorization Form and the student completes the bottom section. ECU departments need to return the completed original Hiring Authorization Form to the Student Employment Office (SEO) along with the student's I-9 form (if not already on file with SEO). The employing ECU department is responsible for having the student worker complete tax forms and the direct deposit authorization (if not already on file with the Payroll Office). The department also instructs the student on how to submit their time for payroll using Web Time or Mass Time Entry. Community Service Agencies need to have the FWS student return the completed original Hiring Authorization Form to SEO (prior to the student beginning work) to complete remaining employment documentation; I-9 form, tax forms, and direct deposit authorization. SEO will also review the payroll process and instruct the student on how to submit their timesheets.

The Student Employment Office is responsible for establishing all FWS student job assignments in Banner HR payroll system by initiating the EPAF's. Student Employment is also responsible for processing community service positions which include the completion of appropriate paperwork (I-9 form, tax forms, and direct deposit authorization) and mass time entry. FWS student workers are paid twice a month through direct deposit for the hours they have worked.

### 3. GENERAL ELIGIBILITY REQUIREMENTS (US Dept of Education)

In order to receive an award, the student must:

- Demonstrate financial need via FAFSA's (US Department of Education formula)
- Be enrolled at least half time as a degree-seeking student
- Be in good academic standing (minimum 2.0 cumulative GPA)
- Be a U.S. citizen or eligible noncitizen
- Not be in default on a federal student loan or owe a repayment on a federal grant
- Be registered with Selective Service (if required to do so)
- Have a Social Security number

\*The Office of Student Financial Aid awards FWS opportunities to students who meet the above criteria, and have completed current year FAFSAs.

### 4. ECU SPECIFIC POLICIES

Supervisors and FWS student workers must comply with the following policies established by the ECU Office of Student Financial Aid and the Student Employment Office:

- Students may work up to 20 hrs/wk during FALL & SPRING semesters
- Students may work up to 38 hrs/wk during SUMMER (20 hrs/wk is recommended if taking summer classes)

- The actual dates students are authorized to work is stated on the students Hiring Authorization Form
  - Authorized work period for Summer 2009, May 11, 2009 – August 23, 2009
    - i. Typically the first Monday after Spring Commencement up to the day before Fall classes begin
  - Authorized work period for Fall 2009 – Spring 2010, August 25, 2009 – May 6, 2010
    - i. Typically the first day of Fall classes up to the day before Spring Commencement
- Students are paid twice a month via direct deposit and are required to submit timesheets via mass time or web time entry
- Supervisors should make sure that time submitted is correct which includes selecting the appropriate job to be paid for that student
- A student may only be paid FWS funds up to the maximum earnings limitation listed on the Hiring Authorization Form
  - Award amounts vary depending on the students situation and academic term
  - Summer: \$4800 is maximum award if not taking classes; \$2700 if taking classes
  - Fall/Spring: \$3000 is maximum award for undergraduate; \$5000 is maximum award for graduate student
- Supervisors should assist students with monitoring earnings. Departments are responsible for paying back any earnings that exceed the students award amount (see declining balance spreadsheet on page 9)
- Departments assist students in completing all paperwork (tax forms, I-9 form, Hiring Authorization Form, direct deposit authorization). Check to see if student has recently worked on campus – if so you may not need to complete additional forms!
- **IMPORTANT:** ECU students hired to work MUST provide proof of identity and employment eligibility on or before their first day of employment. Most commonly used documents to satisfy this requirement are Social Security Card & Driver License or a Passport. A complete list of acceptable documents is available online at [www.ecu.edu/cs-studentlife/hireapirate/upload/AcceptDocuments09.pdf](http://www.ecu.edu/cs-studentlife/hireapirate/upload/AcceptDocuments09.pdf). Failure to provide these documents in a timely manner may delay your start date and/or payroll process.
- Nepotism - members of an immediate family shall not be employed within the same department/agency if such employment will result in one member supervising another member of the employee's immediate family, or if one member will occupy a position which has influence over another member's employment, promotion, salary administration or other related management or personnel considerations. (OSP Policy)

## 5. TIPS ON WORKING WITH YOUR STUDENTS

- The student worker's first priority must be his/her academic success.
- The student worker may have little or no previous employment experience. It is important to convey to the student, expected behavior, appropriate dress and attitude. Don't assume that students know what you expect in an employee.
- Review expected behavior - for example, being on time, respecting the privacy of others, not walking into offices when an employee is on the telephone, not eating on the job, proper dress code, etc.
- Establish a standard work schedule with the student.
- Explain to the student worker how to call in if he/she is going to be late or absent.
- Explain basic customer service habits to the student worker.
- Explain to the student worker how to complete his/her time record. Explain how he/she will be paid - for what time period, the web time/mass time entry process, etc.
- Train the student and provide clear instructions to assist the student worker in completing his/her tasks in an accurate and timely fashion.
- Review the fact that the student worker may have access to confidential information and that he/she is expected to keep it confidential. Explain the consequences of breaches of that confidentiality.
- Review the student worker's performance on a regular basis. Praise the good things and constructively discuss things that need improvement. Give students tips on how to improve his/her job performance.

## **SECTION B**

### **1. ADVERTISING FWS POSITIONS –**

Per Federal regulations, job descriptions must be on file for every FWS position. Even though advertising with Student Employment Office is mandatory, it is not meant to replace your current job advertising methods. In addition to the **Pirate Jobs** posting, you are welcome to continue advertising your open positions through flyers, word of mouth, department websites, etc. ECU Departments and Community Service agencies should post their positions following the instructions outlined below. Please direct all questions regarding the Federal Work Study program to ECU Student Employment at 252.737.4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu). Refer to the FWS Position Classification and Job Title Section of this manual (Section C) to see the most common FWS job descriptions. All work study students are provided instructions on how to access the job listings. Students will apply for each job based on the specified application instructions provided by ECU departments and Community Service Agencies. Students are not “placed” in any FWS positions. **There is no guarantee that all posted positions will be filled.**

#### **a) Posting new FWS jobs**

- Departments and Agencies submit job description(s) online at <http://www.ecu.edu/e3careers/foremployers.submitajobposition.asp>.
- After your job is posted, you will receive a confirmation email containing a job posting number. **KEEP THE JOB NUMBER FOR YOUR RECORDS.**
- If you hire a Federal Work Study student – put the job number on the Hiring Authorization Form before forwarding it to the Student Employment Office. SEO will add the job# in the Banner HR EPAF comment section.

#### **b) Re-posting of FWS Jobs**

- If you have completed a Job Posting Request Form for a previous semester and wish to re-post the same job, you can simply email the Student Employment Office at [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu) with the job number and let us know that you would like to repost that job. You can include any changes you need in that email.

### **2. HIRING THE FWS STUDENT WORKER**

East Carolina University is an equal opportunity/affirmative action employer. Student workers must be hired without discrimination on the basis of race, sex, creed, handicap, disability, veteran status, national origin, or ancestry. Students review job opportunities listed on the **Pirate Jobs** database and are encouraged to set up interviews with potential employers. Students are instructed to take the Hiring Authorization Form with them to the interview. After the student is hired, the employing department or community service agency completes the middle section of the Hiring Authorization Form and the student completes the bottom section. The student returns the completed original Hiring Authorization Form to the Student Employment Office (SEO) to complete additional hiring paperwork; I-9 form (if not already on file with SEO), state and federal tax forms and a direct deposit authorization (if not already on file with the Payroll Office). All paperwork must be completed before a student may begin working!

**Please follow this checklist when hiring a FWS student worker;**

#### **FWS Hiring Checklist**

- Submit job description online, <http://www.ecu.edu/e3careers/foremployers.submitajobposition.asp>

- ☑ Students apply per department/agencies instructions
  - No guarantee departments/agencies will hire a FWS student
- ☑ Interview
  - Remind students to bring their Hiring Authorization Form (HAF)
- ☑ Hire
  - Dept/agency completes middle section of HAF and student completes bottom section.
  - ECU depts must include their Timesheet/Home/Distribution Org, and District Code (SEO will complete this for Community Service Agencies)
  - Make a copy of completed HAF for student and department/agency records
  - Return completed original HAF to SEO (prior to student beginning work).
- ☑ ECU departments - check to see if student has worked on campus before (I-9 form may already be on file with SEO).
  - If not, have student complete I-9 form and send the original I-9 and copies of back up documentation to SEO within 2 business days of start date (if not sooner).
- ☑ ECU departments need to assist students in completing Direct Deposit Authorization, W-4 federal tax form, and NC-4 state tax form (if not already on file with Payroll office).
  - Send originals to Payroll office
  - SEO will process all hiring paperwork for Community Service Agencies
- ☑ Once all paperwork is complete, SEO will initiate an FWS EPAF.
  - SEO will send a confirmation email with declining balance spreadsheet and start date to the student and the supervisor.
  - All paperwork and EPAF's must be completed prior to student beginning work.
- ☑ Contact SEO to close the posted job (unless you need to hire more).
- ☑ Create a file for each student hired. The file should include the job description, application/resume, copy of HAF, and a copy of the students class schedule.
- ☑ Contact Disability Support Services if a student requests a reasonable accommodation.
- ☑ Review Web Time (or Mass Time) Entry procedures, the authorized work period for their assignment, and the amount of their FWS award with your student worker(s).
- ☑ FWS Award amount – Supervisors should assist FWS students in monitoring their earnings. Departments are responsible for paying back any FWS student earnings that exceed their award amount.

### 3. DOCUMENTS REQUIRED TO HIRE THE FWS STUDENT WORKER

(Most forms available at [www.ecu.edu/cs-admin/financial\\_serv/payroll/payrollforms.cfm](http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm).)

**NOTE:** All employment paperwork should be completed on or before the students first day of work.

#### a) Hiring Authorization Form:

Each student who accepts their FWS award receives a Hiring Authorization Form from Financial Aid. The hiring department/agency is responsible for completing the middle section and the student is responsible for completing the bottom section. Return the completed original form to Student Employment **BEFORE** he/she begins work. The supervisor must retain a copy of the form and give a copy to the student worker.

**b) Employment Eligibility Verification (I-9) Form:**

\*\*As of January 2007, every department is mandated to have a primary and secondary person in their area who has successfully completed I-9 training through the ECU Human Resources office. If a student has the I-9 on file in SEO, he/she is not required to complete another I-9. I-9 forms for students are filed in SEO. All student employees must have an I-9 form on file **BEFORE** they begin work. Please contact the Student Employment Office (252.737.4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu)) to see if your student employee already has a completed I-9 form on file. This form ensures that only U.S. citizens and eligible non-citizens are employed through the FWS program. In addition to completing the form, the student must show one of the documents listed in "List A" of the I-9 form OR one document from "List B" AND one document from "List C" on the I-9 form. Most often, students will present either a U. S. passport (List A) OR a driver's license (List B) and their social security card (List C). A complete list of acceptable documents is available at [www.ecu.edu/cs-studentlife/hireapirate/upload/AcceptDocuments09.pdf](http://www.ecu.edu/cs-studentlife/hireapirate/upload/AcceptDocuments09.pdf). The Student Employment Office will ensure this form is completed for all Community Service Agencies.

**c) Tax Forms (NC-4 and W-4):**

Each supervisor must also make sure that the student worker completes state (NC-4) and federal (W-4) tax forms. The student should carefully review all instructions. Please forward completed tax forms to the University Payroll Office. Check to see if the student has worked on campus before. If they have, you may not need to complete these forms again. The Student Employment Office will ensure this form is completed for all Community Service Agencies.

**d) Direct Deposit Authorization:**

Effective August 1, 2008, all ECU employees are paid through direct deposit. Each supervisor is responsible for having the student worker complete a Direct Deposit Authorization form. The student should review all instructions for this form. The Direct Deposit Authorization form is to be forwarded to the University Payroll Office. \*\*Students must have (or open) a checking account with a financial institution to receive their pay through direct deposit. Check to see if the student has worked on campus before. If they have, you may not need to complete these forms again. The Student Employment Office will ensure this form is completed for all Community Service Agencies.

**e) Class Schedule:**

Supervisors should request a copy of the students current class schedule so their working hours do not interfere with academics.

## **4. PAYROLL INFORMATION:**

### **Time Sheets**

A time sheet must be completed for all FWS student employees. Hours worked must be included. Employees CANNOT project hours. Most student workers will use Web Time Entry to record hours worked. Students can be referred to BANNER self service and click on employee and time sheets. Student employees must submit time sheets in order to be paid. Supervisors should refer to the [Approval Process for Web Time Entry Manual](#) and may also contact Payroll with questions.

Most student employees use an on-line timesheet in Banner HR to submit their time for each pay period. This process is called Web Time Entry. Most departments use Web Time Entry but there are a few exceptions, mostly in departments that employ large numbers of student workers. In order to be paid in Banner, student workers must submit their timesheets using Web Time Entry. The Student and Temporary Web Time Entry Manual is one resource that can be used by supervisors when approving timesheets. This information can be found on the ECU Banner HR Training website.

## **Pay Distribution**

All ECU employees (including students) are paid through the mandatory direct deposit program. FWS students receive pay on the 15<sup>th</sup> and the last working day of each month. Contact the Payroll Office at 252.328.6955 with any questions.

## **5. DISCIPLINE AND TERMINATION**

When necessary, the supervisor should take progressive disciplinary action with the student worker much as he/she would discipline a full time employee. Keep in mind that the goal of any disciplinary action is to improve performance and correct problems. The first offense warrants a verbal warning and discussion between the supervisor, the student worker, and any others directly involved in the incident. The second offense must be addressed in writing from the supervisor to the student worker. Please contact the Student Employment Office at 252.737.4473 or via email at [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu) when discipline issues arise.

If the student worker does not correct the problem(s) addressed in disciplinary conferences and/or memos, the supervisor may terminate his/her employment. To terminate a student worker, the supervisor should download a termination form at [www.ecu.edu/hireapirate/customcf/resources/FWSTermination\\_08-09.pdf](http://www.ecu.edu/hireapirate/customcf/resources/FWSTermination_08-09.pdf) and a cumulative earnings record at [www.ecu.edu/hireapirate/customcf/resources/FWS\\_Earnings\\_08-09.xls](http://www.ecu.edu/hireapirate/customcf/resources/FWS_Earnings_08-09.xls) from the Student Employment Office (SEO) website. The termination form outlines the reason for termination and the cumulative earnings record summarizes the amount the student has earned. The completed termination form and earnings record must be sent to SEO. SEO can provide assistance to campus departments and Community Service Agencies in completing these forms.

## **6. AWARD AMOUNTS & MONITOR EARNINGS**

FWS students may not earn more than their award eligibility indicated on the Hiring Authorization Form. Any amount earned over the awarded amount is the responsibility of the hiring department and must be covered by that department. It is the students responsibility to monitor their work-study earnings; however, department supervisors are strongly encouraged to assist their student workers with this process so it is not abused.

FWS student employees must meet the following criteria in order to maintain their award throughout the authorized work period:

- Be continuously enrolled at least half-time during the semester in which s/he is employed;
- Regularly attend classes towards completion of a degree, certificate, or diploma program. Supervisors should ask students for a copy of their class schedule to confirm they are not working during regular class times.
- Maintain satisfactory academic progress each semester according to University guidelines.

### **Calculating FWS hours to be worked**

To determine the total hours FWS students can work per week, so they may work the entire academic year without running over their FWS award, use the following calculation: **Award amount** divided by **number of weeks in hiring period** = \$ **amount per week** the student can earn. **Amount per week** divided by **pay rate** = **hours per week** the student can work.

**EXAMPLE:** FWS award amount is \$3,000 for fall and spring semesters. Divide \$3000 by 30 weeks (total weeks in the fall and spring semester ) = \$100 . Divide \$100 a week by the pay rate of \$8.00 an hour = 12.5 hours a week that the student can work. This would allow the student to work 12.5 hours a week for both fall and spring semesters without exhausting his/her work-study funding each semester. If the academic year is more than 30 weeks, calculate using the actual number of weeks in the semesters. Please monitor a student's hours carefully so the student does not work over their awarded amount. Download the cumulative earnings record here -

[http://www.ecu.edu/hireapirate/customcf/resources/FWS\\_Earnings\\_08-09.xls](http://www.ecu.edu/hireapirate/customcf/resources/FWS_Earnings_08-09.xls)

## SECTION C

### 1. FWS HOURLY PAY RATES

Grade Level	Classification Summary	Hourly Pay
1	No experience	\$8.00
2	Some experience	\$9.00
3	Vast experience/skills	\$10.00
4	Graduate student/advanced degree	\$12.50

\*\*All Community Service and STAT program FWS students are paid **\$10.00 an hour**.

Effective 01/01/2009 – all graduate level students (on campus, community service, or STAT) are paid **\$12.50/hr**.

### 2. POSITION CLASSIFICATION TITLES AND NUMBERS

Job titles and position classification numbers are grouped according to grade level. Hiring supervisors determine the students hourly pay rate based on the students experience level.

Once a students FWS award amount has been reached, there is no more FWS funding available. This means the student can no longer work unless the campus department elects to convert the student to a self-help position by paying them directly with their own funds. **IMPORTANT:** Departments are responsible for covering any excess earnings for their work study student when they go over their award amount.

If an employing department has a job that is not reflected in this listing, contact the Student Employment Office, at 252.737-4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu). If appropriate, a new job title and position classification may be created.

### Grade Level 1 (Hourly pay rate is \$8.00)

Few special skills, typically an underclassman with little or no previous training or work experience is required. A minimum amount of training is necessary to prepare the student worker for employment. Employment is generally well supervised and jobs are often of a routine nature, requiring little decision making.

<b>Position Classification Title</b>	<b>Position Classification #</b>
Academic Tutor 1	ADT 1
Accounting & Finance Assistant 1	AFA 1
Behavioral Rehabilitation Assistant 1	BRA 1
Computer Technology Assistant 1	CTA 1
Child Care Assistant 1	CCA 1
Disabled Student Assistant 1	DSA 1
Domestic/Family Violence Assistant 1	DVA 1
Editorial Assistant 1	EDA 1
Fitness Assistant 1	FTA 1
Graphic Artist/Illustrator 1	GAI 1
Healthcare Assistant 1	HCA 1
Historic Preservationist 1	HRP 1
House Manager Assistant 1	HMA 1
Human Relations Assistant 1	HRA 1
Kennel Assistant 1	KNA 1
Laboratory/Clinical Assistant 1	LCA 1
Library Assistant 1	LBA 1
Lifeguard 1	LFG 1
Maintenance Technician 1	MNT 1
Marketing/Publicity Assistant 1	MPA 1
Math Tutor 1	MAT 1
Office Assistant 1	OFA 1
Park Attendant 1	PRK 1
Parking & Transportation Assistant 1	PTA 1
Photography Assistant 1	PHT 1
Printing/Binding Assistant 1	PBA 1
Program Assistant 1	PRA 1
Reading Tutor 1	RDT 1
Recreation Assistant 1	RCA 1
Security/Facility Attendant 1	SFA 1
Sign Language Interpreter 1	SLI 1
Stock Clerk 1	STC 1
Studio/Gallery Assistant 1	SGA 1
Teaching/Research Assistant 1	TRA 1
Theatre Assistant/Technician 1	TAT 1

## Grade Level 2 (Hourly pay rate is \$9.00)

Grade Level 2 positions usually require some previous training, knowledge, or experience. The work performed is generally supervised; however, these student workers may act as supervisors of Grade Level 1 students workers.

<b>Position Classification Title</b>	<b>Position Classification #</b>
Academic Tutor 2	ADT 2
Accounting & Finance Assistant 2	AFA 2
Behavioral Rehabilitation Assistant 2	BRA 2
Computer Technology Assistant 2	CTA 2
Child Care Assistant 2	CCA 2
Disabled Student Assistant 2	DSA 2
Domestic/Family Violence Assistant 2	DVA 2
Editorial Assistant 2	EDA 2
Fitness Assistant 2	FTA 2
Graphic Artist/Illustrator 2	GAI 2
Healthcare Assistant 2	HCA 2
Historic Preservationist 2	HRP 2
House Manager Assistant 2	HMA 2
Human Relations Assistant 2	HRA 2
Kennel Assistant 2	KNA 2
Laboratory/Clinical Assistant 2	LCA 2
Library Assistant 2	LBA 2
Lifeguard 2	LFG 2
Maintenance Technician 2	MNT 2
Marketing/Publicity Assistant 2	MPA 2
Math Tutor 2	MAT 2
Office Assistant 2	OFA 2
Park Attendant 2	PRK 2
Parking & Transportation Assistant 2	PTA 2
Photography Assistant 2	PHT 2
Printing/Binding Assistant 2	PBA 2
Program Assistant 2	PRA 2
Reading Tutor 2	RDT 2
Recreation Assistant 2	RCA 2
Security/Facility Attendant 2	SFA 2
Sign Language Interpreter 2	SLI 2
Stock Clerk 2	STC 2
Studio/Gallery Assistant 2	SGA 2
Teaching/Research Assistant 2	TRA 2
Theatre Assistant/Technician 2	TAT 2

### Grade Level 3 (Hourly Pay rate is \$10.00 an hour)

Typically, an upperclassman or graduate student with previous training or experience, independent judgment, and considerable mental activity are generally required for Grade Level 3 jobs. Specific course work, training and/or vast work experience is necessary. Employees may act as supervisors of students in lower grade level positions.

<b>Position Classification Title</b>	<b>Position Classification #</b>
Academic Tutor 3	ADT 3
Accounting & Finance Assistant 3	AFA 3
Behavioral Rehabilitation Assistant 3	BRA 3
Computer Technology Assistant 3	CTA 3
Child Care Assistant 3	CCA 3
Disabled Student Assistant 3	DSA 3
Editorial Assistant 3	EDA 3
Fitness Assistant 3	FTA 3
Graphic Artist/Illustrator 3	GAI 3
Healthcare Assistant 3	HCA 3
Historic Preservationist 3	HRP 3
House Manager Assistant 3	HMA 3
Human Relations Assistant 3	HRA 3
Kennel Assistant 3	KNA 3
Laboratory/Clinical Assistant 3	LCA 3
Library Assistant 3	LBA 3
Lifeguard 3	LFG 3
Maintenance Technician 3	MNT 3
Marketing/Publicity Assistant 3	MPA 3
Math Tutor 3	MAT 3
Office Assistant 3	OFA 3
Park Attendant 3	PRK 3
Parking & Transportation Assistant 3	PTA 3
Photography Assistant 3	PHT 3
Printing/Binding Assistant 3	PBA 3
Program Assistant 3	PRA 3
Reading Tutor 3	RDT 3
Recreation Assistant 3	RCA 3
Security/Facility Attendant 3	SFA 3
Sign Language Interpreter 3	SLI 3
STAT Team Member 3	STA 3
Stock Clerk 3	STC 3
Studio/Gallery Assistant 3	SGA 3
Teaching/Research Assistant 3	TRA 3
Theatre Assistant/Technician 3	TAT 3

**Grade Level 4 (Hourly Pay rate is \$12.50 an hour)**

Must be a graduate level student pursuing an advanced degree beyond the bachelors degree. Previous training or experience, independent judgment, and considerable mental activity are generally required. Employees may act as supervisors of students in lower grade level positions.

<b>Position Classification Title</b>	<b>Position Classification #</b>
Academic Tutor 4	ADT 4
Accounting & Finance Assistant 4	AFA 4
Behavioral Rehabilitation Assistant 4	BRA 4
Computer Technology Assistant 4	CTA 4
Child Care Assistant 4	CCA 4
Disabled Student Assistant 4	DSA 4
Editorial Assistant 4	EDA 4
Fitness Assistant 4	FTA 4
Graphic Artist/Illustrator 4	GAI 4
Healthcare Assistant 4	HCA 4
Historic Preservationist 4	HRP 4
House Manager Assistant 4	HMA 4
Human Relations Assistant 4	HRA 4
Kennel Assistant 4	KNA 4
Laboratory/Clinical Assistant 4	LCA 4
Library Assistant 4	LBA 4
Lifeguard 4	LFG 4
Maintenance Technician 4	MNT 4
Marketing/Publicity Assistant 4	MPA 4
Math Tutor 4	MAT 4
Office Assistant 4	OFA 4
Park Attendant 4	PRK 4
Parking & Transportation Assistant 4	PTA 4
Photography Assistant 4	PHT 4
Printing/Binding Assistant 4	PBA 4
Program Assistant 4	PRA 4
Reading Tutor 4	RDT 4
Recreation Assistant 4	RCA 4
Security/Facility Attendant 4	SFA 4
Sign Language Interpreter 4	SLI 4
STAT Team Member 4	STA 4
Stock Clerk 4	STC 4
Studio/Gallery Assistant 4	SGA 4
Teaching/Research Assistant 4	TRA 4
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## Detailed FWS Job Descriptions in Alphabetical Order w/ Student Learning Outcomes

### **Position Classification Title: Academic Tutor**

Assists students who are in need of academic tutoring. Serves in an advisory or resource role by assisting and encouraging fellow students to meet their academic and/or personal goals. Academic requirements and qualifications depend upon the needs of the student who needs to be tutored. May be required to submit written reports, maintain confidentiality, understand University academic, judicial, and social policies. Must possess good oral and written communication skills. Responsibilities may require judgment, previous training, and proof of knowledge of subject matter. Performs related tasks as assigned.

#### **Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Demonstrate effective written and verbal communication skills
- Understand and apply professional and ethical responsibility
- Enhance their time management, problem solving and, teamwork skills

Position Classification #	FWS Pay Rate	Classification Summary
ADT 1	\$8.00/hour	No experience
ADT 2	\$9.00/hour	Some experience
ADT 3	\$10.00/hour	Vast experience and/or specialized skills/training
ADT 4	\$12.50/hour	Graduate student pursuing advanced degree

### **Position Classification Title: Accounting & Finance Assistant**

May function in a variety of settings. Duties may include; counting money, preparing various accounting forms in accordance with University policy, transporting and depositing money. General administrative duties as it relates to accounting, budgeting and financial transactions. Types and files accounting forms. Performs related tasks as assigned.

#### **Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Classify, record, and summarize numerical and financial data to compile and keep financial records
- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills

Position Classification #	FWS Pay Rate	Classification Summary
AFA 1	\$8.00/hour	No experience
AFA 2	\$9.00/hour	Some experience
AFA 3	\$10.00/hour	Vast experience and/or specialized skills/training
AFA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Behavioral Rehabilitation Assistant**

Assist in training and modifying client behavior for children and adults with mental, physical and developmental needs. Assist with site organization, clerical tasks, and with the application of skills taught. Teach various tasks with the goal of preparing persons to enter society via means of interactions with others, collecting data, and documentation and monitoring of progress. Training may involve reading and understanding professional materials; observing therapy, practicing and receiving corrective feedback and reinforcement of skills; follow-up monitoring and feedback; and participation in continued training workshops. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Monitor and record clients' progress to ensure that goals and objectives are met
- Understand and apply professional and ethical responsibility
- Exhibit their understanding of ensuring a safe work environment
- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills

Position Classification #	FWS Pay Rate	Classification Summary
BRA 1	\$8.00/hour	No experience
BRA 2	\$9.00/hour	Some experience
BRA 3	\$10.00/hour	Vast experience and/or specialized skills/training
BRA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Child Care Assistant**

Attends to children’s needs in child care facilities and/or after school programs. Prepares children's snacks, maintains play equipment and supplies, may clean facilities. Involves some general supervision of children and administrative duties. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Develop practical competence through obtaining experience relating to their degree
- Demonstrate effective written and verbal communication skills
- Exhibit their understanding of ensuring a safe work environment
- Develop cognitive and interpersonal skills that are measurable and transferable

Position Classification #	FWS Pay Rate	Classification Summary
CCA 1	\$8.00/hour	No experience
CCA 2	\$9.00/hour	Some experience
CCA 3	\$10.00/hour	Vast experience and/or specialized skills/training
CCA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Computer Technology Assistant**

Assists departments and organizations with a variety of technology needs. May operate or assist in the operation of computers, data processing equipment, audio and video equipment, digital cameras and additional electronic equipment. Duties may include equipment set-up, installation and maintenance, writing programs, converting files, software development, web page design and maintenance, and troubleshooting hardware/software problems. In some instances, duties may include proctoring and grading of tests, record keeping, and distribution of instructional material. Performs related tasks as assigned while working in computer labs, classrooms or IT/MIS related office settings. Student worker may be exposed to confidential information. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Gain practical work experience related to one’s major
- Enhance their time management, problem solving and, teamwork skills
- Function as a part of a multidisciplinary team
- Develop professional contacts

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
CTA 1	\$8.00/hour	No experience
CTA 2	\$9.00/hour	Some experience
CTA 3	\$10.00/hour	Vast experience and/or specialized skills/training
CTA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Disabled Student Assistant**

Provides academic support services to disabled students in areas such as antedating, reading assistance, or tutoring. Special skills are helpful, but not required. Students working in this position must be in good academic standing. Work is independent, although there are periodic meetings with professional staff to insure appropriate quality of service. Special skills (i.e. sign language) may be required. Little supervision is received. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Exhibit their understanding of ensuring a safe work environment
- Develop cognitive and interpersonal skills that are measurable and transferable

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
DSA 1	\$8.00/hour	No experience
DSA 2	\$9.00/hour	Some experience
DSA 3	\$10.00/hour	Vast experience and/or specialized skills/training
DSA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Domestic/Family Violence Assistant**

Assist victims of Domestic/Family Violence. May make referrals to the appropriate agencies, provide childcare at safe house, assist with general office duties, provide customer service at store, ability to think under pressure, support victims in Domestic Violence Court. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Maintain confidentiality of records relating to clients' treatment
- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Develop cognitive and interpersonal skills that are measurable and transferable

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
DVA 1	\$8.00/hour	No experience
DVA 2	\$9.00/hour	Some experience
DVA 3	\$10.00/hour	Vast experience and/or specialized skills/training
DVA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Editorial Assistant**

Undertakes writing and reporting assignments for a variety of publications including; brochures, news releases, and bulletins. Position may also involve interviewing, proofreading for style and errors, layout, design, and copy fitting. Requires creativity and ability to work independently. Student should possess working knowledge of computers and have an interest in photography. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Prepare, rewrite and edit copy to improve readability, or supervise others who do this work
- Constructively receive and apply professional feedback
- Enhance their time management, problem solving and, teamwork skills
- Develop practical competence through obtaining experience relating to their degree

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
EDA 1	\$8.00/hour	No experience
EDA 2	\$9.00/hour	Some experience
EDA 3	\$10.00/hour	Vast experience and/or specialized skills/training
EDA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Fitness Assistant**

Assist community with Fitness needs. May be responsible for maintaining weight room equipment, instructing fitness classes with activity based on sound exercise programming principles, assisting with fitness testing procedures of body composition, anthropomorphic measurements, strength, endurance, and flexibility. Also completes appropriate paperwork and maintains testing equipment. Should possess knowledge of exercise physiology, basic anatomy and kinesiology, exercise programming, nutrition, and injury prevention/first aid concepts. Related experience and/or fitness related continuing education is desirable. Certification by a nationally accredited aerobic/dance organization may be required. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Observe participants and inform them of corrective measures necessary for skill improvement
- Explain, exhibit and enforce safety rules and regulations governing sports, recreational activities, and the use of exercise equipment
- Enhance their time management, problem solving and, teamwork skills

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
FTA 1	\$8.00/hour	No experience
FTA 2	\$9.00/hour	Some experience
FTA 3	\$10.00/hour	Vast experience and/or specialized skills/training
FTA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Graphic Artist/Illustrator**

Assist departments and agencies with a variety of creative artwork, designs, and publicity materials. Some duties may require specialized experience and/or knowledge. Duties may include; drawing, painting, arranging, lettering, illustrating, charts of layouts, maintaining equipment and supplies, photography, brochure design. May also be required to operate an Omnigraf II, sign laminator, Kroy 80K computer lettering machine, desktop publication systems, Compugraphic 7500 edit writer, computerized slide camera, etc... Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts
- Prepare illustrations or rough sketches, discuss them with clients/supervisors
- Constructively receive and apply professional feedback
- Clarify academic focus and career goals by applying classroom knowledge to work situations

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
GAI 1	\$8.00/hour	No experience
GAI 2	\$9.00/hour	Some experience
GAI 3	\$10.00/hour	Vast experience and/or specialized skills/training
GAI 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Healthcare Assistant**

Conduct work in a healthcare facility assisting medical staff and healthcare workers. Previous training in medical field and familiarity with medical terminology and supplies is preferred. May provide health care information, coordinate and process records and information exchanges, deal with quality and reimbursement issues, admit and discharge patients, review admittance documents and general office/clerical duties. Student worker may be exposed to confidential information. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager
- Understand/apply professional/ethical responsibility and ensure safe work environment
- Demonstrate effective written and verbal communication skills
- Develop cognitive and interpersonal skills that are measurable and transferable

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
HCA 1	\$8.00/hour	No experience
HCA 2	\$9.00/hour	Some experience
HCA 3	\$10.00/hour	Vast experience and/or specialized skills/training
HCA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Historic Preservationist**

Assist staff to make historic preservation programs more diverse and inclusive. Engage communities in the preservation and promotion of local history & culture via the following projects: creation and management of electronic/online database of historic properties in National Register Historic District; utilization of that database to analyze & report on important trends in the district and to identify opportunities & obstacles to preserving and promoting historic resources therein; development of African-American historic preservation projects, such as the creation of an African American historic walking tour brochure, oral history reports, and/or plan for incorporating local/regional African American history into ongoing civic arts/streetscape projects. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Prepare publications and exhibits, review those prepared by others to ensure historical accuracy
- Develop an understanding of professional cultures and expectations
- Constructively receive and apply professional feedback
- Demonstrate effective written and verbal communication skills

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
HRP 1	\$8.00/hour	No experience
HRP 2	\$9.00/hour	Some experience
HRP 3	\$10.00/hour	Vast experience and/or specialized skills/training

HRP 4	\$12.50/hour	Graduate student pursuing advanced degree
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**Position Classification Title: House Manager Assistant**

Check families “in” and “out”, giving a brief orientation at time of admission. Answer phone and door. Assist families as needed. Assist in routine maintenance, performing simple tasks such as changing air conditioning filters and smoke alarm batteries, checking bedrooms for safety and cleanliness. Assist in mailing project by addressing and stuffing envelopes and sorting bulk mail. Assist Public Relations Coordinator during special events in setting up tables and displays. Assist with decorations and setting up of Volunteer Banquet. Copying flyers and forms. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Demonstrate effective written and verbal communication skills
- Exhibit their understanding of ensuring a safe work environment
- Develop cognitive and interpersonal skills that are measurable and transferable

Position Classification #	FWS Pay Rate	Classification Summary
HMA 1	\$8.00/hour	No experience
HMA 2	\$9.00/hour	Some experience
HMA 3	\$10.00/hour	Vast experience and/or specialized skills/training
HMA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Human Relations Assistant**

Serves in an advisory, helping, and/or interpersonal resource capacity to clients. Must possess excellent communications and interpersonal skills and be able to effectively deal with people who may have special needs. May require specialized training or previous experience in specific settings. May perform other related duties.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Develop cognitive and interpersonal skills that are measurable and transferable

Position Classification #	FWS Pay Rate	Classification Summary
HRA 1	\$8.00/hour	No experience
HRA 2	\$9.00/hour	Some experience
HRA 3	\$10.00/hour	Vast experience and/or specialized skills/training
HRA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Kennel Assistant**

Maintain equipment and facilities for animals. Feed, clean and care for dogs and cats. Assist staff and provide customer service. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Clean and maintain kennels, animal holding areas, examination and operating rooms, and animal loading/unloading facilities to control the spread of disease
- Constructively receive and apply professional feedback
- Exhibit their understanding of ensuring a safe work environment
- Develop cognitive and interpersonal skills that are measurable and transferable

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
KNA 1	\$8.00/hour	No experience
KNA 2	\$9.00/hour	Some experience
KNA 3	\$10.00/hour	Vast experience and/or specialized skills/training
KNA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Laboratory/Clinical Assistant**

May work in a variety of settings including; greenhouses, laboratories, clinics, indoor and outdoor research sites. Duties may involve working with and caring for lab animals, plants and gardens, cleaning and maintenance of laboratory apparatus and equipment, conduct experiments, perform calculations, operate specialized equipment, collect and record data, cataloging and preservation, computer analyses, report writing, literature searches, prepares bibliographies and writes reviews. Background and/or experience in appropriate scientific field may be required. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Set up, adjust, maintain and clean laboratory equipment
- Gain practical work experience related to one's major
- Demonstrate effective written and verbal communication skills
- Exhibit their understanding of ensuring a safe work environment

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
LCA 1	\$8.00/hour	No experience
LCA 2	\$9.00/hour	Some experience
LCA 3	\$10.00/hour	Vast experience and/or specialized skills/training
LCA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Library Assistant**

Duties assigned will generally be of a routine nature in the following areas; Bibliography, Circulation, Acquisitions, Systems, Microfilm, Clerk, Desk Attendant, Monitor, Proctor, Shelver, Shelf reader, Typist. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Lend and collect books, periodicals, videotapes, and other materials at circulation desks
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians
- Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
LBA 1	\$8.00/hour	No experience
LBA 2	\$9.00/hour	Some experience
LBA 3	\$10.00/hour	Vast experience and/or specialized skills/training
LBA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Lifeguard**

Responsible for supervision and safety at pools. Enforce rules and policies of swimming pool area and conduct some general maintenance. CPR certification required. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Patrol or monitor recreational areas such as trails, slopes, and swimming areas, on foot, in vehicles, or from towers
- Examine injured persons and administer first aid or cardiopulmonary resuscitation, if necessary, using training and medical supplies and equipment
- Inspect recreational facilities for cleanliness
- Exhibit their understanding of ensuring a safe work environment
- Further clarify their academic focus and career goals

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
LFG 1	\$8.00/hour	No experience
LFG 2	\$9.00/hour	Some experience

LFG 3	\$10.00/hour	Vast experience and/or specialized skills/training
LFG 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title:** Maintenance Technician

Assists with general maintenance of buildings, grounds, and vehicles and generally involves work of a physical nature. Routine duties will vary by specific projects. These duties may include; daily maintenance of equipment, supplies, facilities, and vehicles, painting, plastering, landscaping, carpentry, electronics, and machinery. Knowledge of hand tools desirable. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices
- Exhibit their understanding of ensuring a safe work environment

Position Classification #	FWS Pay Rate	Classification Summary
MNT 1	\$8.00//hour	No experience
MNT 2	\$9.00/hour	Some experience
MNT 3	\$10.00/hour	Vast experience and/or specialized skills/training
MNT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title:** Marketing/Publicity Assistant

Assists departments and organizations with marketing and distributing various publicity/promotional items. May also organize and conduct special events that may include ticket sales, design and produce print publications, gather, interpret and disseminate information, communicate policies and issues to the public both verbally and in written form. Display flyers, posters, brochures, and remove them as they become outdated. May be required to program an electronic message center. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Participate in promotional activities, working with developers, advertisers, and production managers, to market products and services
- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills
- Develop cognitive and interpersonal skills that are measurable and transferable

Position Classification #	FWS Pay Rate	Classification Summary
MPA 1	\$8.00//hour	No experience
MPA 2	\$9.00/hour	Some experience

MPA 3	\$10.00/hour	Vast experience and/or specialized skills/training
MPA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Math Tutor**

Assists elementary through 8<sup>th</sup> grade students in learning mathematics. Must relate well to children. Course work and/or experience in tutoring mathematics helpful. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers
- Observe students' performance, and record relevant data to assess progress
- Discuss assigned duties with classroom teachers to coordinate instructional efforts
- Apply classroom knowledge to actual work situations
- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills

Position Classification #	FWS Pay Rate	Classification Summary
MAT 1	\$8.00/hour	No experience
MAT 2	\$9.00/hour	Some experience
MAT 3	\$10.00/hour	Vast experience and/or specialized skills/training
MAT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Office Assistant**

Assists departments and organizations in providing excellent customer service. Typical duties include; filing, typing, sorting, collating, maintaining records, light clerical work, running errands, giving information, receiving and routing telephone calls, scheduling appointments, unpacking materials, assist with mail – sort, process, issue, deliver and load/unload, and operating office equipment. Student worker may be exposed to confidential information. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints
- Compile, copy, sort, and file records of office activities, business transactions, and other activities
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Develop cognitive and interpersonal skills that are measurable and transferable

Position Classification #	FWS Pay Rate	Classification Summary
OFA 1	\$8.00/hour	No experience
OFA 2	\$9.00/hour	Some experience

OFA 3	\$10.00/hour	Vast experience and/or specialized skills/training
OFA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Park Attendant**

Assist staff with park maintenance and equipment check-in/out, assist with various resource management projects, assist with environmental education programs. Individual must be comfortable dealing with the public in an outdoor setting and must be able to work independently and conduct oneself in a professional manner. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills
- Exhibit their understanding of ensuring a safe work environment

Position Classification #	FWS Pay Rate	Classification Summary
PRK 1	\$8.00//hour	No experience
PRK 2	\$9.00/hour	Some experience
PRK 3	\$10.00/hour	Vast experience and/or specialized skills/training
PRK 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Parking & Transportation Assistant**

Enforces the ECU Parking and Traffic Rules and Regulations. Provides parking and travel information to members of the campus community. Directs parking and traffic during special events or when daily activity requires. Installs parking and traffic control equipment during special events. Performs maintenance duties as assigned. May provide leadership for a group of three to five student assistants through the dissemination of information and filed observation. More experienced PTA's may evaluate and coordinate staffing and scheduling with lead assistant. Assists with identification, recruitment and training of PTA and may monitor time records. Relays information to the External Operations staff consisting of parking enforcement and maintenance personnel. Maintains enforcement activity logs and records. Communicates call assignments to appropriate staff member. Provides clerical support to External Operations staff. Answers the telephone and provides information to customers. May be necessary to operate vehicles which may require PTA to possess and maintain a valid NC driver's license. Performs related duties as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Demonstrate effective written and verbal communication skills
- Develop cognitive and interpersonal skills that are measurable and transferable
- Exhibit their understanding of ensuring a safe work environment

Position Classification #	FWS Pay Rate	Classification Summary
ADT 1	\$8.00//hour	No experience

ADT 2	\$9.00/hour	Some experience
ADT 3	\$10.00/hour	Vast experience and/or specialized skills/training
ADT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Photography Assistant**

Assists departments and organizations with photography needs. Operates copy camera, slide duplicator, slide mounter, and assists photographers on assignment. Prepares photographic materials for delivery (sorting, trimming, and mounting). Assists in maintaining photographic equipment. May be responsible for action shots in black and white. Darkroom experience desirable. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Constructively receive and apply professional feedback
- Develop an understanding of professional cultures and expectations
- Demonstrate effective written and verbal communication skills
- Further clarify their academic focus and career goals

Position Classification #	FWS Pay Rate	Classification Summary
PHT 1	\$8.00/hour	No experience
PHT 2	\$9.00/hour	Some experience
PHT 3	\$10.00/hour	Vast experience and/or specialized skills/training
PHT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Printing/Binding Assistant**

Operates and maintains high speed machines involved with printing, binding, photocopies, duplicating, etc... Other responsibilities may include: collating, binding, stapling, cutting, padding printed materials. Some work collated by hand and some with mechanical collators. Must be able to make precision adjustments on equipment. Cleans, maintains, and runs printing equipment. Folds and cuts paper. Sets type, keeps the area orderly and assists with duties relative to printing operations. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects
- Examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, and color sequences
- Demonstrate effective written and verbal communication skills
- Develop an understanding of professional cultures and expectations

Position Classification #	FWS Pay Rate	Classification Summary
ADT 1	\$8.00/hour	No experience

ADT 2	\$9.00/hour	Some experience
ADT 3	\$10.00/hour	Vast experience and/or specialized skills/training
ADT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Program Assistant**

May function in a variety of settings. Assists in creation, implementation and evaluation of any current and future programs. May assist in the recruitment, supervision, and training of volunteers. Completes required clerical and administrative duties that may include; lesson plans, needs assessment, progress notes, etc. Attendance at scheduled meetings, trainings and workshops may be required. Good writing and communications skills, the ability to work with minimum supervision, and reasonable creativity may be are needed. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills
- Develop cognitive and interpersonal skills that are measurable and transferable
- Constructively receive and apply professional feedback

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
PRA 1	\$8.00/hour	No experience
PRA 2	\$9.00/hour	Some experience
PRA 3	\$10.00/hour	Vast experience and/or specialized skills/training
PRA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Reading Tutor**

Assist tutoring K-3 students in reading. Must relate well to children, possess good oral communication skills, and perform related tasks as assigned. Course work and/or experience in tutoring young children's literature, language arts instruction, and child development helpful. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers
- Observe students' performance, and record relevant data to assess progress
- Demonstrate effective written and verbal communication skills
- Develop an understanding of professional cultures and expectations

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
RDT 1	\$8.00/hour	No experience

RDT 2	\$9.00/hour	Some experience
RDT 3	\$10.00/hour	Vast experience and/or specialized skills/training
RDT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Recreation Assistant**

Work in a variety of recreation/athletic settings both indoor and outdoor facilities. Duties may include planning, teaching, and supervising recreational or social games, activities, camps, workshops, fieldtrips, officiate and/or keep score for various sports league games, equipment check-out/check-in, operation of laundry facilities – including sorting, loading and unloading machines, prepare athletic fields, assist with registrations, maintain attendance records and other required paper work. Assume responsibility for safety of patrons and enforce rules and regulations. Understand recreation and parks playground philosophy. May be required to supervise sports officials, attend rules clinics, provide first aid, and possess certain certifications. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment
- Confer with management to discuss and resolve participant complaints

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
RCA 1	\$8.00/hour	No experience
RCA 2	\$9.00/hour	Some experience
RCA 3	\$10.00/hour	Vast experience and/or specialized skills/training
RCA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Security/Facility Attendant**

Responsible for monitoring entrances to buildings in efforts to control access. May use security measures through surveillance and active attention in designated areas, required to check student identification cards before facility access can be granted, enforces regulations and policies of designated area. May be responsible for opening/closing of facilities, as well as making deposits. Inspects and maintains facilities/equipment and takes charge of emergency situations. CPR and first aid certification may be helpful. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Circulate among visitors, patrons, or employees to preserve order and protect property

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
SFA 1	\$8.00/hour	No experience
SFA 2	\$9.00/hour	Some experience
SFA 3	\$10.00/hour	Vast experience and/or specialized skills/training
SFA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Sign Language Interpreter**

Must possess minimal sign language skills with the ability to handle less demanding lecture classes. Must be capable of sign-to-voice and voice-to-sign transliterating on a one-to-one basis. Requires classroom environment that allows for clarification or repetition. May be assigned to hearing impaired students not totally dependent upon sign language as their primary mode of communication, students dependent upon sign language as a supplement to speech-reading, hearing impaired students who are dependent upon sign language as their primary mode of communication, and/or hearing impaired students who require oral communication with or without minimal sign skills. Classroom settings could vary and may include; laboratory courses, small slow-paced lecture classes, moderately demanding lecture classes, and more difficult classroom lectures. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Develop practical competence through obtaining experience relating to their degree
- Develop cognitive and interpersonal skills that are measurable and transferable
- Develop an understanding of professional cultures and expectations

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
SLI 1	\$8.00/hour	No experience
SLI 2	\$9.00/hour	Some experience
SLI 3	\$10.00/hour	Vast experience and/or specialized skills/training
SLI 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: STAT Team Member**

As a Student Temporary Assist Team program member, you will perform a variety of duties and functions for a variety of campus departments and community service agencies to aid with special projects and events on a temporary basis. Once you are enrolled in our program you will be able to choose which job you would like to have. Different positions will be listed for different times, days, and duties. Working for our STAT program will offer you flexibility as well as the opportunity to choose. Some positions may last a few hours while others may last a week, each position is different. This is a great opportunity for you to make some extra money without having to commit to a long term job. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills
- Function as a part of a multidisciplinary team
- Develop an understanding of professional cultures and expectations

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
STA 1	\$8.00/hour	No experience
STA 2	\$9.00/hour	Some experience
STA 3	\$10.00/hour	Vast experience and/or specialized skills/training
STA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Stock Clerk**

Dispenses, arranges, and maintains equipment, supplies, and materials. May be required to deliver and pick up supplies, parts, and equipment on campus or in the community. Maintains records and may do general clerical work. Other responsibilities include: loading and unloading supplies and equipment, walking or transporting materials to their given destination. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Enhance their time management, problem solving and, teamwork skills
- Exhibit their understanding of ensuring a safe work environment
- Function as a part of a multidisciplinary team

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
ADT 1	\$8.00/hour	No experience
ADT 2	\$9.00/hour	Some experience
ADT 3	\$10.00/hour	Vast experience and/or specialized skills/training
ADT 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Studio/Gallery Assistant**

Assists with daily activities, exhibitions and special events. Duties may include; inventory and stocking of raw materials, general upkeep of facilities, painting and preparation of walls, special care and handling of artwork, preparation, presentation, and clean up of foods and drinks, maintaining newspaper reading area and playing musical selections for patrons. Knowledge of stereo equipment and basic carpentry skills are desirable. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Develop practical competence through obtaining experience relating to their degree
- Develop cognitive and interpersonal skills that are measurable and transferable
- Gain practical work experience related to one’s major

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
SGA 1	\$8.00/hour	No experience
SGA 2	\$9.00/hour	Some experience
SGA 3	\$10.00/hour	Vast experience and/or specialized skills/training
SGA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Teaching/Research Assistant**

Assist faculty and staff with teaching and research loads. May proctor and grade tests, keep records, arrange equipment, and distribute materials for instructional and departmental purposes. May also lead small group discussions, plan and facilitate workshops and other educational activities. May conduct research, check bibliographic information, proofreading, and indexing. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Understand and apply professional and ethical responsibility
- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills
- Develop practical competence through obtaining experience relating to their degree
- Gain practical work experience related to one’s major
- Constructively receive and apply professional feedback

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
TRA 1	\$8.00/hour	No experience
TRA 2	\$9.00/hour	Some experience
TRA 3	\$10.00/hour	Vast experience and/or specialized skills/training
TRA 4	\$12.50/hour	Graduate student pursuing advanced degree

**Position Classification Title: Theatre Assistant/Technician**

Assist professional staff in creating theatrical performances. Duties may include, selling tickets and accounting for funds received, building sets for various productions, shift and change scenes during performances, cleans tools, stack lumber, assist with sewing projects, costume maintenance, direct and assists patrons to seats, distribute programs, enforce rules, provide directions and information, be aware of emergency procedures, serve as liaison with other staff and secure all exits at conclusion of program. May assist with moving, set-up, and operation of theater projection, sound, and lighting equipment. May require some mechanical knowledge and aptitude to operate related equipment. More experienced TAT's may serve as supervisors. Performs related tasks as assigned.

**Student Learning Outcomes:**

As a result of development opportunities, training and work experience, student employees will be able to:

- Demonstrate effective written and verbal communication skills
- Enhance their time management, problem solving and, teamwork skills
- Constructively receive and apply professional feedback
- Develop an understanding of professional cultures and expectations
- Classify, record, and summarize data to compile and keep records, using journals and ledgers or computers

<b>Position Classification #</b>	<b>FWS Pay Rate</b>	<b>Classification Summary</b>
TAT 1	\$8.00/hour	No experience
TAT 2	\$9.00/hour	Some experience
TAT 3	\$10.00/hour	Vast experience and/or specialized skills/training
TAT 4	\$12.50/hour	Graduate student pursuing advanced degree