

TEMPORARY SUPPORT WORKERS PAY SCHEDULE

- **The following pay schedule for temporary workers provides supervisors with significant latitude in the ability to pay temps. It is critical that supervisors evaluate the potential temporary worker’s experience and training at the time of hire and pay accordingly. The pay scale is graduated in 25 cents per hour increments.**

<u>JOB CATEGORY</u>	<u>POSITION #</u>	<u>HOURLY RATE SCALE</u>
Administrative Secretary	503	\$11.00 - \$20.00
<p>Assist executive in support capacity by coordinating office services and implementation of administrative functions. Typically perform tasks similar to the following: monitor and maintain budgets and accounting records; purchase equipment and supplies; obtain bids; perform inventory control duties; establish procedures and interpret and apply organization policies with the work unit; and coordinate collection and preparation of operating reports (e.g. time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data). May be responsible for office organization, records maintenance (hard copy and database), coordination of functions, and may oversee a small clerical support staff (e.g. 1 or 2). May also perform secretarial/administrative responsibilities. Typically requires 1 – 3 years of administrative experience.</p>		
Bus Driver	506	\$8.00 - \$12.00
<p>Transports students and university employees such as coaches, administrators and staff between pick up points and the university for field trips and events. Adhere to safety rules when loading and unloading passengers. Requires previous driving experience and a Class C CDL.</p>		
Campus Guard/Parking Information Booth Attendant	505	\$8.00 - \$12.00
<p>Patrol campus, give directions to visitors, lock and unlock buildings. Watch for vandalism and other breaches of security. Occupy parking booth and provide visitor information, issue parking passes.</p>		
Clerk	503	\$8.00 - \$12.00
<p>Operate register with or without electronic scanner. Make change, cash checks, complete credit card charge transactions and issue receipts or tickets to customers. May stock inventory.</p>		
Craftsperson	505	\$9.00 - \$17.00
<p>May perform a broad range and broad level of duties. At the lower level may assist journey level and skilled tradespeople in trades such as building maintenance, painting, carpentry, electrical, plumbing and automotive maintenance.</p> <p>At the upper level may perform skilled work in any of several trades such as automotive repair, low level electrical, plumbing, carpentry, painting, building maintenance. Work at the upper level may require certifications such as a Limited Electrical Maintenance license. Work at the upper level is performed independently.</p>		
General Laborer	505	\$8.00 - \$12.00
<p>Perform a wide variety of unskilled tasks requiring sustained physical effort such as hauling trash, digging ditches, moving furniture, unloading supply trucks, etc. May require the use of hand tools and simple power equipment. Works under close supervision.</p>		

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Grounds Laborer	505	\$8.50 - \$12.00
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Maintain grounds using hand/power tools or equipment. Typically perform tasks such as mowing, trimming, planting, watering, fertilizing, digging, raking and sweeping. May provide minimal care and upkeep to buildings and equipment.

Hardware/Software Tech	502	\$10.00 - \$20.00
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Assist with installation, maintenance, modification and repair of various technical systems. May install and/or maintain various software programs. Typical duties include but are not limited to diagnosing equipment and or/system malfunctions; installing and testing PC/workstations, printers, and other peripherals; install third party software; troubleshoot software/hardware problems; determine routing and placement of cable, wiring, etc.; perform physical installation of wiring, cables, components, etc; This is a para-professional position and individuals have significant experience or a combination of specialized course work and experience.

Janitor	505	\$8.00 - \$12.00
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Clean floors, walls, windows, furniture and fixtures of offices, restrooms, laboratories, classrooms, hallways and other similar areas. Stock sanitary supplies and remove trash from such areas. May perform other simple miscellaneous duties as directed.

Library Worker	503	\$8.00 – \$15.00
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May perform a broad range of duties in a library setting from providing routine technical assistance and general information to using advanced knowledge of library information, procedures, service and resources. At the lower level the position requires basic knowledge of library operations and procedures.

At the upper level the position requires advanced knowledge of print and electronic library and information resources, technical expertise in library procedures, and significant public service experience.

Live Model	506	\$8.00 - \$11.00
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Nude model for art classes. May work day or evening classes at main campus or satellite facilities.

Office Worker	503	\$8.00 - \$13.00
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May perform a broad range of duties. At the low level may greet, screen and provide informational assistance to students, visitors, and other employees. Answer phones and route calls. May open, sort, date stamp and distribute incoming mail. May file, photocopy and perform other miscellaneous routine tasks.

At an intermediate level may perform moderately complex clerical duties following instructions and procedures, which may require the exercise of some independent judgment in application. Duties may include such tasks as compiling data for reports, checking calculations, preparation of standard reports and forms, and receiving/conveying information. May require familiarity with one or more types of office equipment including personal computer, scanner, etc. This is an intermediate level position typically requiring 1 to 2 years office experience.

At the higher levels this position may require working and being responsible for a one-person office. Requires the ability to work independently. May handle diverse office tasks including correspondence, filing and record keeping; prepare and submit reports required by government agencies, business and statistical reports as required; perform required purchasing, accounting and payroll duties. Generally assist in the operation of business. Make recommendations and act on own initiative.