

STUDENT EMPLOYEE PAY SCALE AND TITLE CODES

Pay Rates & Job Titles

Level	Account Code	Rate of Pay	Title	Description
Level 1	6021	\$8.25/hour	Student Worker Level 1	Entry level
Level 2	6031	\$9.25/hour	Student Worker Level 2	Intermediate level
Level 3	6041	\$10.25/hour	Student Worker Level 3	Advanced level
Level 4	6051	\$11.25/hour	Student Worker Level 4	High level of skills
Stipend <i>Pre-established</i>	6070		Student Worker Stipend	
Special Rates <i>used in grants or in consultation with the Career Center</i>	6071		Student Worker SR	

As we transition to the pay scales levels above, students that have received a higher hourly rate will continue to have their current rate of pay until termination. For example , if you are currently receiving \$8.75/hour and you return to the same position and same office you will receive the \$8.75 rate until you leave the position.

Definitions of Rates & Hours

Level 1: Entry level, training required, routine tasks with modest degree of responsibility & judgment.

Level 2: Intermediate level position, some responsibility and skills, perform varied and moderately complex duties involving a moderate to substantial degree of responsibility and judgment. May direct or coordinate activities of other student employees. Usually requires previous training or equivalent experience.

Level 3: Advanced level position, Perform varied and complex duties involving a high degree of responsibility and judgment. May lead activities of other student employees. Ability to perform work independently or with minimal supervision. Usually requires considerable training or equivalent experience in a specialized or technical field.

Level 4: High level of technical skills, independent work with ability to problem solve.

Candidates for Academic Year

- Qualified student worker candidates must be a TCNJ matriculated student with 3 units or 6 credits
- Candidate can work up to 15 hours per week provided budget allows
- Complete I9 and produce proper I9 documentation, students qualified for Federal Work Study (FWS) are given priority up until October 31
- Students qualified for FWS qualify for the Community Work Study Program (CWS). This program assists community partners and traditionally pays at a higher rate. Students in this program can work up to the award amount.
- Employers should consider both experience and level of responsibility in determining a starting rate of pay. The student employment coordinator has the current conversion of job titles with rates for your office. Employers wishing promote a student should contact the Student Employment Office at 609.771.2161

Candidates for Summer

- Must be a student, college or high school with appropriate work documentation
- If departmental budget, allows can work up to a 40 hour work week within a 90 day period
- **Summer Start Dates** 5/3 for all student new to your department. Students who are continuing to work through the summer need a start date two days after the end of their current contract period. All have an end date of 8/22.