Department of Human Resources
Student Employment

Student Employment Pay Matrix
Effective January 1, 2026

Level 1 Range – $19.29 - $20.79

Performs work of a routine nature and duties within well-defined procedures or parameters with average difficulty. Employees are considered entry-level and will require training and modest supervision. Employees with at least 1 - 2 semesters of experience may have reduced supervision and an increase in independent work.
Examples: unseasoned lab assistant, clerical/office assistant, data entry, testing assistant

Level 2 Range – $20.80 - $22.30

Performs work of a routine nature and duties within well-defined procedures or parameters with average difficulty but may take on more varying tasks. Employees will work more independently and require less supervision as they take on more responsibility in prioritizing tasks. Generally, it requires 2-3 semesters of experience or related coursework/training.
Examples: student assistant, lab assistant, office support assistant, peer advisor, tutor

Level 3 Range – $22.31 - $23.81

Performs a variety of duties. Employees possess knowledge of the principles, practices, theories, and concepts of the related field. Demonstrates a high degree of independent thinking and decision-making to perform duties independently. Generally, it requires 3 - 4 semesters of equivalent experience or related coursework/training.
Examples: research assistant, audio-visual technician, lab assistant, office assistant

Level 4 Range – $23.82 (+) (Needs pre-approval from SE Team)

Performs skilled work where duties are varied and moderately complex. Employees operate independently with minimal supervision. Instruction is provided only for new or complex tasks. Demonstrates a high degree of independent thinking and decision-making to perform duties independently. Generally, it requires 5 or more semesters of equivalent experience, related coursework/training, or certification.
Examples: accounting technician, research assistant, seasoned lab assistant, specialized recreation instructor, sports officials, IT help desk technician

Pay Increases

Required Support Documents for a Pay Increase

Level 1: Requires a Student Employee Performance Evaluation form

Levels 2 & 3: Requires the same as Levels 1 plus the following: an updated position description from position description form and a letter of justification/recommendation.

Level 4: Requires the Level 4 Pre-Approval Form and requires the same documentation as Levels 2&3, plus additional justification which may include proof of certification or grant documents.