



# STUDENT JOB REQUISITION TEMPLATE

**Information needed for Job Requisitions: All fields are required**

|   |  |
|---|--|
| <b>Submitted by</b>   |  |
| <b>Hiring Supervisor (Manager)</b>  |  |
| <b>Department administrative assistant</b>  |  |
| <b>Position title</b>   |  |
| <b>Number of job opening(s)</b>   |  |
| <b>Target hire date</b>   |  |
| <b>Location:</b> <i>(Salem Campus, PNCA, Off-site, Bon Appetit, or Follet)</i>  |  |
| <b>Scheduled weekly hours</b> <i>(not to exceed 20 hours)</i>   |  |
| <b>Number of months worked for year</b>   |  |
| <b>Department</b>   |  |
| <b>G/L Account</b>  |  |
| <b>Hourly rate</b> <i>-Current minimum wage \$13.50/Salem; \$14.50/ Portland</i>  |  |
| <b>Job summary Classification:</b> <i>Level I, II, III or IV (Select one from the list below – see reverse side for level classification details)</i> |  |
| <b>Job duties</b> <i>(list up to three primary job duties)</i>  |  |
| <b>Does this position have contact with minors – (If YES, must complete background check BEFORE beginning work)</b>                                   |  |

**Job Summary: (select one - see reverse side for classification details)**

**Level I (Clerk/Assistant):**

Salem: \$13.50 - \$14.25 per hour, depending on position, experience, and service

Portland: \$14.75 - \$15.50 per hour, depending on position, experience, and service

**Level II (Assistant/Technician):**

Salem: \$13.75 - \$14.50 per hour, depending on position, experience, and service

Portland: \$15.00 - \$15.75 per hour, depending on position, experience, and service

**Level III (Technician/Specialist):**

Salem: \$14.00 - \$14.75 per hour, depending on position, experience, and service

Portland: \$15.25 - \$16.00 per hour, depending on position, experience, and service

**Level IV (Supervisor/Manager/Graduate Research Assistant/Graduate Assistant):**

Salem: \$14.25 - \$20.25 per hour, depending on position, experience, and service

Portland: \$15.50 - \$21.50 per hour, depending on position, experience, and service

## 2022-23 STUDENT WAGE GUIDELINES

### Willamette University

*Undergraduate and Graduate Students Employed in Student Employment/Work Study Roles Effective July 1, 2022. **These are guidelines** – actual rates will be determined by Supervisors, and rates applicable to students employed at locations other than the Salem or Portland Campuses, or in certain departments (Goudy Commons/Bon Appetit, for example) may vary.*

#### **Level I (Clerk/Assistant)**

Requires basic knowledge, skills or abilities. Under immediate supervision; performs routine tasks which can be learned relatively easily and require only nominal judgment, analytical, or decision-making skills. Primarily service-related work. Examples of possible jobs in this category follow:

|                        |                       |                        |                                     |
|------------------------|-----------------------|------------------------|-------------------------------------|
| Department Assistant I | Lighting Assistant    | Box Office Clerk       | Mail Sorter                         |
| Office Clerk           | Athletics Assistant I | Library Assistant      | Receptionist                        |
| Set-up Assistant       | Bookkeeper            | Information Desk Clerk | Safety Office Assistant (non-field) |
|                        | Media Assistant       | Stage Hand             | Bistro Staff                        |

|          |  |
|----------|--|
| Location |  |
| Salem    | \$13.50 to \$14.25 per hour, depending on position, experience, and service. |
| Portland | \$14.75 to \$15.50 per hour, depending on position, experience, and service. |

#### **Level II (Assistant/Technician)**

Requires intermediate knowledge, skills, or ability or previous training. Under general supervision, performs routine and non-routine tasks, which require higher-level on-the-job training and/or specialized skills (writing, construction, etc.). May involve work that has higher level safety exposures.

|                         |                            |                            |                        |
|-------------------------|----------------------------|----------------------------|------------------------|
| Department Assistant II | Maint/Facilities/Grounds I | Intramural Act. Asst.Coord | Athletics Assistant II |
| Computer Lab Assistant  | Graphic Artist             | Language Lab Assistant     | Driver                 |
| Tutor                   | Photographer               | Piano Accompanist          | Painter I              |
| Bookstore Night Cashier | Parking Enforcement        | Writing Center Assistant   | Art Assistant II       |

|          |  |
|----------|--|
| Location |  |
| Salem    | \$13.75 to \$14.50 per hour, depending on position, experience, and service. |
| Portland | \$15.00 to \$15.75 per hour, depending on position, experience, and service. |

#### **Level III (Technician/Specialist)**

Requires advanced skills, knowledge from prior experience or other training. Under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees. May also have higher exposure to information of a confidential nature, and work has potential of more considerable impact to University.

|                            |                             |                             |                       |
|----------------------------|-----------------------------|-----------------------------|-----------------------|
| Art Assistant III          | Maint/Facilities/Grounds II | Summer Switchboard Operator | Editor                |
| Publicity Assistant        | Teaching Assistant          | Mailroom Team Leader        | HR Assistant          |
| Financial Aid Assistant    | Recruiter                   | Tech. Assistant WITS        | Tour Guide            |
| Intramural Activity Coord. | Research Assistant          | Department Assistant III    | Scene Shop Supervisor |
| Athletics Assistant III    | Technical Specialist        |                             |                       |

|          |  |
|----------|--|
| Location |  |
| Salem    | \$14.00 to \$14.75 per hour, depending on position, experience, and service. |
| Portland | \$15.25 to \$16.00 per hour, depending on position, experience, and service. |

#### **Level IV Supervisor/Manager/Graduate Research Assistant/Graduate Assistant**

Generally reserved for graduate students involved in lab activities or research, this level may be used for student positions that involve highly specialized training and/or knowledge to perform successfully. If not being used for lab and research, supervisor should consult with HR to determine appropriateness of using this range/grade. Other appropriate uses may include management or supervision of student crews, or full supervision over projects where significant time is spent pre-planning materials and time with significant impact if unsuccessful. Includes the following positions:

|                             |                       |                    |
|-----------------------------|-----------------------|--------------------|
| Lab Manager I and II        | Research Assistant    | Graduate Assistant |
| Graduate Research Assistant | Student Lead I and II | Student Manager    |

|          |  |
|----------|--|
| Location |  |
| Salem    | \$14.25 to \$20.25 per hour, depending on position, experience, and service. |
| Portland | \$15.50 to \$21.50 per hour, depending on position, experience, and service. |