



STUDENT JOB REQUISITION TEMPLATE

Information needed for Job Requisitions: All fields are required

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

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.