



George Mason University
STUDENT EMPLOYMENT JOB CLASSIFICATIONS

STUDENT WORKER I

Wage Range: \$8.00 to \$13.00

Duties at this level are routine and simple in nature. These positions are closely supervised. Very specific written and/or oral instructions are provided. No previous work experience or specific skills required. Employees will be trained to perform the duties of the position. Minimum Qualifications: None

Example of duties: Filing, answering phones, shelving books, copying, washing laboratory glassware, stocking shelves, and manual tasks involving light physical effort; basic computer skills, reviewing documents for completeness, data entry, cashiering, and other similar work.

STUDENT WORKER II

Wage Range: \$9.00 to \$17.00

Duties are less routine and more varied. These positions perform responsible tasks that require the employee to make some decisions. Employees are given general instructions and are expected to use some judgment in completing tasks. Minimum Qualifications: Adequate skills to perform specific duties without detailed supervision and some job related experience is required.

Examples of duties: basic computer skills, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research requiring students to summarize materials, peer advising or tutoring and situation requiring similar judgment. Positions requiring manual skills and arduous physical work are included in this classification.

STUDENT WORKER III

Wage Range: \$11.00 to \$35.00

Duties are moderately to highly complex, varied, and involve a substantial degree of responsibility and judgment. Employees must take initiative regularly and frequently and must be able to provide information regarding unit procedures, rules, and regulations. Incumbents may be responsible for training lower level student worker positions and acting as a lead supervisor over other student workers. Incumbent must possess specific knowledge and skills to perform duties without detailed supervision. Minimum Qualifications: Three months (full-time equivalent) related training or technical experience required. Related coursework may be substituted for experience.

Examples of duties: peer advising or tutoring, desktop publishing, hardware/software maintenance, editorial assistance, laboratory work involving research and testing, research work involving collection and interpretation of data; computer support including programming, report compilation, highly technical programming, grant writing, database development, web development, training and supervising other students.