



Human Resources & Payroll
4400 University Drive, Suite 4100, 3C3
Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

George Mason University Student Wage (SW) Job Classifications

All students whose primary relationship with George Mason University is the pursuit of an academic degree are to be classified as Student Wage (SW). A Non-student Wage (WG) employee's primary relationship is to provide a service, and may take courses, but is not in a degree seeking program. The official designation of time status for all students is determined by the Office of the University Registrar. Please see [Academic Policies AP.5 and AP.6](#) and [University Policy 2217](#) for further information. All SW and WG hours worked must be recorded on the employee's timesheet.

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.

STUDENT WORKER IV Wage Range: \$12.00 to Market

Duties are highly complex, varied, and involve significant responsibility and independent judgment. Employees must take initiative regularly and must be able to interpret regulations and have the ability to make decisions regarding exceptions to procedures. Incumbent must possess subject matter expertise and skills to perform duties independently without supervision and may be lead supervisors. Minimum Qualifications: Licensed professional and/or 2+ years exempt level experience required.

Examples of duties: Registered Nurse (RN), teaching or instructor of record (equivalent to GTA/GLA positions), technical positions on projects which require a security clearance, laboratory work involving research and publishing (equivalent to GRA positions), and positions which require a Journeyman's license.

GRADUATE STUDENT APPOINTMENTS

Information about [Graduate Student Appointments & Fellowships](#) can be found on the Provost Office website.