Northeastern University – Student Employment Office

New Pay Levels For Student Employment

Federal Work–Study / General Northeastern Student Employment

Level: I – Base Pay Range $9.00-$10.00

DESCRIPTION
Responsibilities consist of frequent repetitive tasks that are closely related and unvarying from day to day. Very specific instructions are clearly stated and available. There is no room for determining own methods or exercising significant judgment.

LEVEL OF SUPERVISION
Requires a high level of supervision.

REQUIREMENTS
Jobs at this level are typically entry-level or trainee jobs requiring basic skills. No previous training or experience is required.

POSITION EXAMPLES
Lab Helper, Food Service Worker, File Clerk.
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Federal Work–Study / General Northeastern Student Employment

Level: II – Base Pay Range $10.00-$11.00

DESCRIPTION
Responsibilities consist of routine and repetitive tasks with variation in duties and require some independent judgment. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, computer access or entry of data, or operation of slide and movie projectors). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures.

LEVEL OF SUPERVISION
Requires a moderate level of supervision.

REQUIREMENTS
Some previous training, experience, or some degree of specialized knowledge / skill is required.

POSITION EXAMPLES
Library Assistant, Clerk / Typist.
Level: III – Base Pay Range $11.00-12.00

DESCRIPTION
Responsibilities consist of more diverse duties requiring independent judgment in interpreting and selecting alternative courses of action. May guide and direct the work of others as a Lead Worker.

LEVEL OF SUPERVISION
Requires a minimal level of supervision.

REQUIREMENTS
Advanced training, certification, significant prior experience, or considerable proficiency in an area of specialized knowledge / skill is required.

POSITION EXAMPLES
Lab Assistant, Staff Assistant, Computer Operator
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Level: IV – Base Pay Range $12.00-$13.00

DESCRIPTION
Responsibilities may be complex and require problem solving and decision making skills. Employees possess all the relevant knowledge, experience or skill to perform duties independently. If student, it is required that work is directly related to their major course of study.

LEVEL OF SUPERVISION
Requires a limited level of supervision. Full operating and/or skilled positions are found at this level.

REQUIREMENTS
Requires specialized knowledge acquired through academic preparation and/or advanced technical training or prior professional experience.

POSITION EXAMPLES
Accounting Technician, Micro-Computer Specialist.
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**Level: V – Base Pay Range $13.00-$14.00**

**DESCRIPTION**
Responsibilities at this advanced level are typically more complex. This level may also be used for supervisory and advanced level positions. Supervisory employees may supervise three or more subordinate employees. If student, responsibilities may include research and analysis of information and making recommendations.

**LEVEL OF SUPERVISION**
Requires no direct supervision except for infrequent occasions involving the most complex situations.

**REQUIREMENTS**
Requires advanced technical training or prior professional experience.

**POSITION EXAMPLES**
Lab Assistant Supervisor, Clerical Supervisor, Programmer.
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Level: VI – Base Pay Range $14.00-$15.00

DESCRIPTION
Responsibilities at this more advanced level have greater complexity and/or accountability. Positions at this level are responsible for a critical function within the unit. Graduate students typically fall within this level.

LEVEL OF SUPERVISION
Works independently; requires little to no direct supervision.

REQUIREMENTS
Requires specialized certification, an undergraduate degree, and/or advanced technical training or prior professional experience.

POSITION EXAMPLES
Lifeguard, Law School Student
Level: VII – Base Pay Range $15.00-$30.00

DESCRIPTION
This is the highest level part-time worker. This level typically includes grant-funded research positions as well as highly experienced consultant positions. Performs specialized work requiring significant responsibility and a specialized wage rate. No work-study students are found in this level.

LEVEL OF SUPERVISION
Works independently; limited guidance on project/program focus.

REQUIREMENTS
Requires graduate level education, completion of core courses directly to the position, and/or advanced technical training or prior professional experience.

POSITION EXAMPLES
Research Assistant, Consultant