Compensation Guide - Pay Levels for Temporary Employees

**Level 1 Pay Range:** Minimum Wage up to $15.00/hour
Description: Entry level positions working under direct supervision performing routine support functions. Training generally takes no more than a week or two. Little, if any, discretion is exercised by the employee. New or difficult circumstances are referred to a supervisor.

Examples of work performed may be similar to the following:
- Classroom Aid
- Clerical Assistant/Office Technician
- Custodial Assistant
- Customer Service Assistant
- Distance Education Assistant
- Fiscal Assistant
- Food Service Assistant

- Media Support
- Outdoor programmer
- Payroll Assistant
- Production/Research Assistant
- Sales Clerk
- Scientific Assistant
- Tutor/Mentor

**Level 2 Pay Range:** $14.00 up to $21.00/hour
Description: Work is routine in nature, performed under direct or general supervision and may require two or more years of experience. Some positions may require paraprofessional or technical experience. Employee applies discretion to complete assigned tasks. New or difficult circumstances are referred to a supervisor.

Examples of work performed may be similar to the following:
- Administrative Aide
- Archaeological Technician
- Assistant Coach/Advisor
- Cutter/Draper
- Distance Education Operator
- Entry IT Assistant
- Event Coordinator
- Fiscal Assistant
- Group Fitness Instructor

- Library Specialist/Technician
- Media Support Assistant
- Office Secretary
- Program Support Assistant
- Research Assistant
- Testing Assistant
- Transcriber
- Warehouse Worker
- Writing Consultant

**Level 3 Pay Range:** $15.00 up to $29.00/hour
Description: Work is performed under general supervision and may require some college level course work, technical training and/or experience. Employee applies judgment and discretion to complete assignments and may lead or coordinate activities of other temporary or student employees. New or difficult circumstances are referred to a supervisor.

Examples of work performed may be similar to the following:
- Advanced Library Specialist
- Archaeological Leader
- Boiler Worker
- Computer Support/Programmer
- Data Analyst/Database
- Designer Assistant
- Engineering Support

- Fiscal Support Specialist
- Illustrator/Graphic Designer
- Infant/Toddler Lead Teacher
- Instruction & Classroom Assistant Technician
- Lead Research Assistant
- Office Coordinator Senior
- Web Developer/Administrator
Level 4 Pay Range: $20.00 up to $40.00/hour
Description: Work is performed under general direction and may require a college degree, technical/paraprofessional training, and/or several years’ experience. Employee applies judgment and discretion within the scope of the assignment or project, and may lead or coordinate the activities of other temporary or student employees. Consults with a supervisor on new or unusual circumstances.

Examples of work performed may be similar to the following:
Accreditation Assistant  Medical Lab Technician
Engineering Support Technician  Medical Technician
Instruction & Classroom Technician  Nutritional Aide/Dietician

Level 5 Pay Range: $28.00 up to $54.00/hour
Description: Work is performed under general direction and may require a Bachelor’s Degree, completion of a specialized accredited program, and/or extensive professional/technical experience. Employee is expected to apply broad judgment and discretion to meet project or department objectives, and may lead, supervise or coordinate the activities of other temporary or student employees. Consults with a supervisor as needed.

Examples of work performed may be similar to the following:
Choir/Strings Coordinator  Interpreter
Financial Services Consultant  Nurse, Registered
Health Care Specialist  Photography Specialist
Information Technology Advisor  Project Manager/Specialist

Level 6 Pay Range: $38.00/hour and up
Description: Work is performed with little or no supervision and typically requires a Bachelors or Master's Degree and extensive experience. Employee is expected to apply broad judgment and discretion to meet project or department objectives, and may lead, supervise, or coordinate the activities of other temporary or student employees. Coordinates with a supervisor as needed.

Examples of work performed may be similar to the following:
Assistive Technology Specialist  Paramedic Instructor
Grant Writer  Project Archivist
Lead Field Research  Senior or Lead Interpreter
Lead Research Analyst  Teacher Consultant