

## Student Employee Wage Matrix

The Wage Matrix Tool is designed to guide you in your determination of position wage ranges.

Using the drop-downs, select the number that corresponds to the statement which best describes the job to be performed. Match "Total Score" with the corresponding Level and Hourly Rate in the box below.

### SKILL KNOWLEDGE REQUIREMENTS

Little or no prior knowledge or experience required	1	
Some prior knowledge or experience required	2	
Specialized skills, knowledge, or experience required	3	
Highly specialized skills, knowledge, or experience required	4	Choice

### SUPERVISORY REQUIREMENTS-WILL THE STUDENT NEED?

Frequent, direct supervision of student's work and outcomes	1	
Occasional, direct supervision of student's work and outcomes	2	
Occasional, indirect supervision of student; outcomes reviewed	3	
Little or no supervision of student required	4	Choice

### WORK FLOW REQUIREMENTS

Be present, monitor facility; time available for study	1	
Follow routine, predetermined procedure	2	
Follow some routine procedures, prioritize some tasks	3	
Manage unpredictable, complex, multiple tasks; develop new procedures or processes	4	Choice

### DECISION-MAKING REQUIREMENTS

Perform tasks as specified, little or no decision making	1	
Perform routine tasks requiring some decision making	2	
Make frequent decisions regarding tasks, time and data	3	
Evaluate performance of others, interpret complex data, makes daily decisions about tasks, time, and information	4	Choice

### SCOPE OF WORK

Perform tasks as specified, little or no decision making	1	
Perform routine tasks requiring some decision making	2	
Make frequent decisions regarding tasks, time and data	3	
Evaluate performance of others, interpret complex data, makes daily decisions about tasks, time, and information	4	Choice

### SUPERVISORY RESPONSIBILITIES

Will the student employee have supervisory responsibilities for other students? If yes, add two points here	2	Choice
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### CONFIDENTIALITY REQUIREMENTS

Will the student employee regularly work with confidential information? If yes, add two points here	2	Choice
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Total Score	Level	Hourly Wage Range
5-8	1	\$12 to \$12.75/hour
9-12	2	\$13 to \$13.75/hour
13-16	3	\$14 to \$14.75/hour
17-20	4	\$15 to \$15.75/hour
21-24	5	\$16 to \$16.75+/hour

Total Score

**Note:** This is a starting wage matrix. Increases may be considered at the quarter level each year, within the departments allowable budget. In order to promote equitable pay across campus, we ask you not deviate from the suggested wage range.