

STUDENT EMPLOYEE  
JOB CLASSIFICATION AND WAGE GUIDELINES

The following classifications should accommodate both special ability pay raises and year to year “experience”. All beginning employees will normally start at the minimum or entry salary. Special consideration may be given when qualifications such as ability, education and/or experience exists. A letter of justification stating such qualifications must be received by Career Services before special consideration can be given. A raise may be granted to those students who have worked in the same capacity for at least one semester, or who have assumed additional responsibilities, without a promotion to another classification.

To increase a student’s wages, the “Evaluation of Part-Time Student Employee” and the “Student Employee Change Report” must be completed by the employer and forwarded to Career Services for approval/disapproval.

No pay increase may be granted without prior written approval from Career Services.

The following wage rates for each classification are effective for positions in employing departments at Montana Tech.

Entry    High  
1-100 Library Assistants: (\$7.25 - \$9.50)

WC - High

Jobs under this category would pertain to all work in campus and departmental libraries. Such work would include all phases of assistance in maintaining these libraries.

Examples of jobs in this category:

Bindery and Repair  
Cataloging and Classifying  
Circulation Clerks and Shelves  
Front Desk Attendants

Entry    High  
1-200 Athletic Assistants: (\$7.25 - \$9.50)

WC - High

These jobs would be directly related to the College Intercollegiate Athletic Department. Activities such as locker room maintenance and all other facets of this area and any coaching or instruction that requires definite skills and responsibilities would best be classified in 4-100.

Example of jobs in the category:

Coaches' Assistants  
Equipment Manager  
Trainer and Assistant Trainer  
Swimming Instructors & Life Guards

1-400 Administrative Support Entry High  
(\$7.25 - \$9.50)

WC - Low

Jobs in this category would pertain to all clerical and related jobs on the campus.

Examples of jobs in this category:

Record Keeping  
Data Entry  
Filing  
Machine Operators (Copying)  
Switchboard Operators  
Word processing, spreadsheets, database  
Reception duties  
Desk Attendants

1-500 Food Service: Entry High  
(\$7.25 - \$9.50)

WC - High

Examples of jobs in this category:

Dishwashers  
General Food Service Aides  
Line Servers  
Stock Person and General Janitorial Assistants

1-600 Buildings and Grounds Maintenance: Entry High  
(\$7.25 - \$9.50)

WC - High

These jobs would include all those jobs directly related to the up-keep and security of the campus grounds and buildings.

Examples of jobs in this category:

Custodians  
General Physical Plant Laborers  
Groundskeepers

1-700a Technical Support I (Entry High) (\$7.70 - \$9.95)

WC - Low

Computer - Basic

1-700b Technical Support II (Entry High) (\$9.95 - \$12.60)

WC - Low

This category is essentially the same as 1-700a, except this category is reserved for those with greater skills and at least two years experience in the same related area.

2-100 Laboratory and Field Assistants I: (Entry High) (\$7.25 - \$9.50)

WC - Low

Jobs in this category would require special knowledge and/or skills in the proper operation of special technical equipment of the campus, or requires some degree of past skill to fulfill the required responsibilities.

2-200 Classroom Assistants: (Entry High) (\$7.25 - \$10.00)

WC - Low

These jobs are non-teaching, non-research and non-original in nature. They would include such jobs as grading papers, typing and filing materials, and other general classroom duties.

3-100 Tutorial Assistants: (Entry High) (\$7.25 - \$11.10)

WC - Low

Jobs in this category require a special knowledge and competence in a particular academic area. Such jobs would require the tutoring of any subject to pupils requiring private instruction.

4-100 Customer Service Assistants: Entry High  
(\$7.25 - \$10.00)

WC - Low (Unless tied to a high department)

These jobs require a fairly high degree of knowledge and/or experience in the particular area of employment. A fundamental factor in these jobs would be direct contact and dealing with the general public. They would require little supervision from the department.

5-100 Research Assistants I: Entry High  
(\$7.25 - \$10.50)

WC - Low

Jobs identified in this classification would involve performance of the experiments, the accumulation, compilation and categorization of data as required by any research that occurs on the campus or related activities. This information could be for use on or off campus.

5-200a Teaching Assistants I: Entry High  
(\$7.25 - \$10.00)

WC - Low

Undergraduate teaching assistants in lab or classroom, freshman and sophomore students.

5-200b Teaching Assistants II: Entry High  
(\$10.00 - \$14.45)

Undergraduate teaching assistants in lab or classroom, junior and senior students.

6-100 Laboratory and Field Technician: Entry High  
(\$10.00 - \$14.20)

WC - Low

This category is essentially the same as 2-100, except that this category is reserved for those with greater skills and at least two years experience in the same related area, exercising independent decision making and may have some degree of supervisory capacity.

6-200 Research Assistants II: Entry High  
(\$9.80 - \$14.20)

WC - Low

This category is similar to 5-100, except that this category is reserved for those with greater skills and at least two years experience in the same related area.

7-100 ASMT Officers and Employees of ASMT Subsidiaries: (Salary to be Determined)

WC - Low

ASMT Officers and employees of ASMT Subsidiaries who are on a semester or academic year contracted award will have their semester/academic year award divided into equal monthly installments and paid according to the following format. Academic year awards are paid October 1 through May 1 (eight installments) and semester awards are paid October 1 through January 1 or February 1 through May 1, whichever applies.

8-100 Campus Internships: (Salary to be determined based on appropriate category)

WC - Low

This classification is to be used exclusively for those students working on a cooperative education internship assignment.

9-100 Graduate Research Assistants (GRAs): (Salary to be Determined Based on Job)

Entry      High  
(\$10.00 - \$18.85)

WC - Low

This classification is reserved specifically for those Graduate Students who are not on a Graduate Teaching Assistantship appointment. The wage rate for this classification must be approved by Career Services, the Department of Contracts and Grants (if applicable) and the Payroll Office before a commitment to the graduate student is made.

9-200 Graduate Teaching Assistants (GTAs): (Full - \$4000 per Semester, \$13.33 per hour)

WC - Low

The rate for this classification is an established rate that is changed occasionally by the Vice Chancellor for Academic Affairs and Research.

**Exceptions to these guidelines may be made with the approval of the Vice Chancellor of Administration and Finance. Each exception will be evaluated against and based on current rates of permanent employees.**