

**MONTANA TECH 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. Career Services must receive a letter of justification stating such qualifications before special consideration is 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. Career Services must receive a [student employee wage change request form](#) and a student employee evaluation form with justification for consideration.

No pay increase may be granted without prior written approval from Career Services. Annual increases may be limited by campus increases available to permanent employees.

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

	<u>Entry</u>	<u>High</u>	
1-100 <u>Library Assistants:</u>	(\$7.65 - \$9.85)		NO STIPENDS
<i>WC - High</i>			

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

	<u>Entry</u>	<u>High</u>	
1-200 <u>Athletic Assistants:</u>	(\$7.65 - \$9.85)		NO STIPENDS
<i>WC - High</i>			

These jobs would be directly related to the College Intercollegiate Athletic teams or intramurals. Activities such as locker room maintenance and all other facets of this area and any coaching or instruction that requires definite skills and responsibilities are best here (statisticians in 1-400 and scoreboard technicians in 1-700).

Example of jobs in the category:

- Coaches’ Assistants
- Equipment Manager
- Trainer and Assistant Trainer
- Swimming Instructors & Life Guards
- Ushers

1-400	<u>Administrative Support:</u>	<u>Entry</u> <u>High</u> (\$7.65 - \$9.85)	NO STIPENDS
	<i>WC - Low</i>		

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	<u>Food Service:</u>	<u>Entry</u> <u>High</u> (\$7.65 - \$9.85)	NO STIPENDS
	<i>WC - High</i>		

Examples of jobs in this category:

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

1-600	<u>Buildings and Grounds Maintenance:</u>	<u>Entry</u> <u>High</u> (\$7.65 - \$9.85)	NO STIPENDS
	<i>WC - High</i>		

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	<u>Technical Support I:</u>	<u>Entry</u> <u>High</u> (\$8.05 - \$10.30)	NO STIPENDS
	<i>WC - Low</i>		

Examples of jobs in this category:

- Hardware & Software Support
- Telephone Support

1-700b	<u>Technical Support II</u>	<u>Entry</u> (\$10.30 - \$13.00)	<u>High</u>	NO STIPENDS
	<i>WC - Low</i>			

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.

2-100a	<u>Laboratory and Field Assistants I:</u>	<u>Entry</u> (\$7.65 - \$10.75)	<u>High</u>	NO STIPENDS
	<i>WC - Low</i>			

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.

2-100b	<u>Laboratory and Field Assistants II:</u>	<u>Entry</u> (\$10.25 - \$14.75)	<u>High</u>	NO STIPENDS
	<i>WC - Low</i>			

This category is essentially the same as 2-100a, except that this category is reserved for those functioning as technicians 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.

2-200	<u>Classroom Assistants:</u>	<u>Entry</u> (\$7.65 - \$10.40)	<u>High</u>	NO STIPENDS
	<i>WC - Low</i>			

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	<u>Tutorial Assistants:</u>	<u>Entry</u> (\$7.65 - \$11.50)	<u>High</u>	NO STIPENDS
	<i>WC - Low</i>			

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	<u>Customer Service:</u>	<u>Entry</u> (\$7.65 - \$10.40)	<u>High</u>	NO STIPENDS
	<i>WC - Low (Unless tied to a high department)</i>			

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.

Examples of jobs in this category:

Cashiers
Bookstore Clerks
Copy/Mail Center Clerks

5-100a	<u>Research Assistants I:</u>	<u>Entry</u> <u>High</u> (\$7.65 - \$10.75)	STIPENDS RESTRICTED*
	<i>WC - Low</i>		

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.

5-100b	<u>Research Assistants II:</u>	<u>Entry</u> <u>High</u> (\$10.45 - \$14.75)	STIPENDS RESTRICTED*
	<i>WC - Low</i>		

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

5-200a	<u>Teaching Assistants I:</u>	<u>Entry</u> <u>High</u> (\$7.65 - \$10.25)	NO STIPENDS
	<i>WC - Low</i>		

Lab or classroom undergraduate teaching assistants with freshman or sophomore status or first time Teaching Assistants who lack experience may start in this category.

5-200b	<u>Teaching Assistants II:</u>	<u>Entry</u> <u>High</u> (\$10.25 - \$13.25)	NO STIPENDS
	<i>WC - Low</i>		

This category is similar to 5-200a, except that it is reserved for students with junior or senior status.

7-100	<u>ASMT Officers and Employees of ASMT Subsidiaries:</u> (Salary to be determined)
	<i>WC - Low</i>

These are educational or student funded positions. 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.

7-200 **Campus Corps (Technical Outreach):** (Salary to be determined based on grant funds)
WC - Low

These are educational or public service project contracts through the Technical Outreach department. Campus Corps tutors are best classified as 3-100 and event planners as 1-400.

8-100 **Campus Internships:** (Salary to be determined based on appropriate classification)
WC - Low

This classification is to be used exclusively for those students working on an off-site cooperative education internship assignment.

9-100	<u>Graduate Research Assistants (GRAs):</u>	<u>Entry</u> (\$10.25 - \$20.00)	<u>High</u> <i>STIPENDS RESTRICTED*</i>
	<i>WC - Low</i>	(Salary to be Determined Based on Job)	

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)
WC - Low

The rate for this classification is an established rate that is changed occasionally by the Vice Chancellor for Academic Affairs and Research. GTAs are awarded through the Graduate School Office.

9-300	<u>Graduate Assistant:</u>	<u>Entry</u> (\$10.25 - \$15.50)	<u>High</u> <i>STIPENDS RESTRICTED*</i>
	<i>WC - Low</i>		

This classification is for those Graduate Students who were not awarded a Graduate Teaching Assistantship stipend and are not researching. These positions are department funded.

***For STIPEND RESTRICTED positions, stipends will be reviewed for approval if the position is a fellowship or a specific academic project.**

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. Please send requests for exceptions to Career Services.