Montana Tech Student Employment
Job Classifications 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. The Montana Tech Student Employment Justification for Higher Wage form must be received by the Student Employment Coordinator in Enrollment Services and approved before special consideration can be given. Special consideration includes any offered wage that is more than $1 over the entry rate or more than $1 over the previous wage offered to the student for that classification.

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. The Student Employment Coordinator in Enrollment Services must receive the Montana Tech 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 the Student Employment Coordinator in Enrollment Services.

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

		Entry	High	
1-100	**Library Assistants:**	($10.55	- $13.37)	**NO STIPENDS**

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 Shelvers
> Front Desk Attendants

		Entry	High	
1-200	**Athletic Assistants:**	($10.55	- $13.37)	**NO STIPENDS**

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

		Entry		High	
1-400	**Administrative Support/ Clerical Assistant:**	($10.55	-	$13.37)	**NO STIPENDS**

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, Databases
> Desk Attendants

		Entry		High	
1-500	**Food Service:**	($10.55	-	$13.37)	**NO STIPENDS**

WC - High

Examples of jobs in this category:
> Dishwashers
> General Food Service Aides
> Line Servers
> Stock Person and General Janitorial Assistants

		Entry		High	
1-600	**Buildings and Grounds Maintenance:**	($10.55	-	$13.37)	**NO STIPENDS**

WC - High

These jobs would include all 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

		Entry		High	
1-700a	**Technical Support I:**	($10.95	-	$13.65)	**NO STIPENDS**

WC - Low

Examples of jobs in this category:
> Hardware & Software Support
> Telephone Support

		Entry	High	
1-700b	**Technical Support II:**	($13.25	- $15.98)	**NO STIPENDS**

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.

		Entry	High	
2-100a	**Laboratory and Field Assistants I:**	($11.35	- $13.37)	**NO STIPENDS**

WC - High

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

		Entry	High	
2-100b	**Laboratory and Field Assistants II:**	($13.60	- $18.60)	**NO STIPENDS**

WC - High

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

		Entry	High	
2-200	**Classroom Assistants:**	($10.55	- $13.58)	**NO STIPENDS**

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.

		Entry	High	
3-100	**Tutorial Assistants:**	($10.55	- $14.84)	**NO STIPENDS**

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.

		Entry	High	
4-100	**Customer Service Assistants:**	($10.55	- $13.65)	**NO STIPENDS**

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.

		Entry		High
5-100a	**Research Assistants I:**	($11.35	-	$14.41)	**NO STIPENDS**

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.

		Entry		High
5-100b	**Research Assistants II:**	($13.60	-	$18.60)	**NO STIPENDS**

WC – Low

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 field.

		Entry		High
5-200a	**Teaching Assistants I:**	($11.35	-	$14.41)	**NO STIPENDS**

WC – Low
Undergraduate teaching assistants in lab or classroom.

		Entry		High
5-200b	**Teaching Assistants II:**	($13.60	-	$18.60)	**NO STIPENDS**

WC – Low

This category is similar to 5-200a except that this category is reserved for those with greater skills and at least two years' experience in the same related field.

		Entry		High
7-100	**ASMT Officers and Employees of ASMT Subsidiaries:**	($10.55	-	$16.35)	**NO STIPENDS**

WC – Low

This classification is to be used exclusively for those students working for the Associated Students of Montana Tech.

7-200   **Institute for Educational Opportunities/ Campus Corps (Technical Outreach):**   (Salary to be Determined)

WC – Low

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

8-100   **Campus Internships:**   (Salary to be Determined)
WC – Low

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

9-100   **Graduate Research Assistants (GRAs):**   (0.25 or 0.50 FTE; Stipend Grade I-III)

        WC – Low

This classification is reserved specifically for those Graduate Students who are funded on accounts allocated for research (e.g. external grants, contracts, internal accounts originating in return of indirect costs). The GRA appointment is at either 0.25 (10 hours / week) or 0.50 (20 hours / week), and the work is set by the funded research grant or contract. Any hours above the allocated appointment are to be used toward the student's thesis project or coursework. The wage rate for this classification must be approved by Enrollment Services, the Office of Sponsored Programs and the Payroll Office before a commitment to the graduate student is made.

		Entry		High
9-100b	**Graduate Research Assistants (Hourly Masters Seeking)**	($15.00	-	$20.00)

        WC – Low

This classification is reserved specifically for those Graduate Students who are funded on accounts allocated for research (e.g. external grants, contracts, internal accounts originating in return of indirect costs. Any hours above the allocated appointment are to be used toward the student's thesis project or coursework. The wage rate for this classification must be approved by Enrollment Services, the Office of Sponsored Programs and the Payroll Office before a commitment to the graduate student is made.

		Entry		High
9-100b	**Graduate Research Assistant (Hourly PhD Seeking)**	($20.00	-	$23.00)

        WC – Low

This classification is reserved specifically for those Graduate Students who are funded on accounts allocated for research (e.g. external grants, contracts, internal accounts originating in return of indirect costs. Any hours above the allocated appointment are to be used toward the student's thesis project or coursework. The wage rate for this classification must be approved by Enrollment Services, the Office of Sponsored Programs and the Payroll Office before a commitment to the graduate student is made.

9-200   **Graduate Teaching Assistants (GTAs):**   (0.25 or 0.50 FTE; Stipend Grade I only)

        WC – Low

A GTA assists with course duties and student instruction. Examples of GTA duties include assistance with laboratory set up, leading organized student help sessions, assistance with development of student assessments, delivery of class lectures on an occasional (~monthly) basis, and grading. However, a student with duties that are limited to grading should generally be hired as an hourly Graduate Assistant (9-300) rather than a GTA. GTAs are allocated to the department through the Graduate School Office. Student selection is made by the Department Head, and the award is made through Enrollment Services.

9-250   **Graduate Student Instructor (GSI):**   (0.50 FTE; Stipend Grade II-III)

WC – Low

The rate for this classification is an established rate that is changed occasionally by the Vice Chancellor for Academic Affairs. The GSI is partially (Grade II) or completely (Grade III) responsible for course content and delivery. GSI duties include, for example, development of new course content, oversight of a course, delivering class lectures on a regular basis (i.e. >weekly), developing new laboratory modules. Eligibility for GSI appointments will be limited to those that have excelled in a GTA position, or have significant prior teaching experience. Typically, a Grade II GSI will be working with significant oversight/collaboration from a full-time faculty member, for example, delivering previous course content. A Grade III GSI will be developing new content, and will be completely responsible for course structure and course delivery.
Allocation of GSI positions is made by the Graduate School based on availability of funds and teaching needs, with the latter made in consultation with the academic Deans. Student selection for GSI positions is made by the Department Head, with the award managed by Enrollment Services.

9-300   **Graduate Assistant:**   ($12.10 - $17.50)   ***STIPENDS RESTRICTED**

WC – Low

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.

Graduate Stipend Grades: Stipend rates for 0.50 FTE: Grade I $5000; Grade II $6120; Grade III $7920

The stipend grades are established by the Vice Chancellor for Academic Affairs. The stipend rates are graded based on prior experience, progress toward the degree, past appointment level and satisfactory performance, and availability of funds. Grade I is typically assigned to first year graduate students with limited prior teaching [for GTAs] or research [for GRAs] experience.   Grade II is typically assigned to graduate students with prior experience. Grade III is typically reserved for PhD students that have successfully completed both the qualifying and candidacy examinations, or have significant responsibilities toward meeting deliverables on an externally funded project. With prior approval, stipend rates may be converted to the equivalent hourly rate. Provided the GRA/GTA is making satisfactory performance toward the degree and continued availability of funds, a student will not be demoted to a lower stipend grade without documentation from the faculty advisor and department and approval from the graduate school.

All jobs that are paid with a stipend will be required to report the number of hours expected for said stipend.
*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.