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 <u>Montana Tech Student Employment Justification for Higher Wage</u> 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

Entry High 1-400 <u>Administrative Support/ Clerical Assistant:</u> (\$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

Entry High 5-100a <u>Research Assistants I:</u> (\$11.35 - \$14.41) NO STIPENDS

 $\mathsf{WC}-\mathsf{Low}$

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 <u>Research Assistants II:</u> (\$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 <u>Teaching Assistants I:</u> (\$11.35 - \$14.41) NO STIPENDS

WC – Low

Undergraduate teaching assistants in lab or classroom.

Entry High 5-200b <u>Teaching Assistants II:</u> (\$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.

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 <u>Campus Internships:</u> (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.

Montana Tech Student Employment Job Classifications and Wage Guidelines (Revised 11/1/23)

9-100 Graduate Research Assistants (GRAs):

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