

**Missouri Western State University**  
**Student Employment**  
**Job Titles, Descriptions and Pay Ranges**  
**January 5, 2009**

Following you will find job descriptions that will be used for all student employment on campus and in campus affiliated positions. When posting a position, a department will choose from the following list of descriptions, and add additional departmental requirements in the requirements portion of the *NACELink* System. Please keep in mind that all requirements must be job-related, and students must meet minimum qualifications in order to receive consideration for any position. All positions must be posted for a minimum of one week before a hiring decision is made. If a rate of pay is posted in the job posting it must be the hourly rate minimum of the wage scale for the position **only**.

Students will start each position at the base of the wage range. Students will receive wages in the established wage ranges listed for each position in order to ensure wage-equity in similar positions across campus. The ranges were established to give the option of raises when possible with positive performance evaluations. Students are eligible to receive up to a 25 cent increase each year based on the following:

Fall semester employment (September – December) eligible for a \$0.10 hour increase at beginning of Spring term

Spring semester employment (January – May) eligible of up to \$0.10 hour increase at the beginning of the Summer (if applicable) or Fall term

Summer employment (June – August) eligible for \$0.05 hour increase at the beginning of the Fall term.

Eligibility for increase requires continuing in the student employment position within the same department from term to term.

Student's employment responsibilities should not differ significantly from the established descriptions, and if they do, the position must be re-categorized. Questions regarding any positions that do not appear to fall into any of these categories should be directed to student employment.

1. **Student Administrative Assistant I** – S-101 \$7.05-7.40 – Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting and other similar duties, using a computer terminal and limited word processing. Follows organization and department procedures to complete tasks in a timely manner, and other duties as assigned. Requires high school diploma or equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within the department. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**2. Student Administrative Assistant II** – S-201 \$7.05- 7.65 - Utilizes the full scope of sophisticated word processing equipment to prepare complex typed documents. Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting and other similar duties, using a computer terminal and word processing. Follows organization and department procedures to complete tasks in a timely manner, and other duties as assigned. Requires 1 year prior student employment. Has knowledge of commonly used concepts, practices and procedures within the department. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**3. Student Tutor/Mentor** – S-202 \$7.15-7.90 – (America Reads, CAS, etc.)\* Tutoring and mentoring varies depending on the environment. Ranges from tutoring in a one-on-one environment to small group settings. Tutors and mentors are not to take the place of full time instructors, and are never the disciplinarian. Excellent written and oral communications are required. Engages in one-on-one tutoring and/or mentoring activities in regard to specific course content or subject matter. Must have a mastery of the coursework or subject matter and **may** in certain instances need to meet the CRLA (College Reading and Learning Association) standards for the Center for Academic Support, may need to have taken class and received a grade of B or better, and/or have the instructor's recommendation. All tutors must receive training before they meet with their first tutees or during the course of their tutoring. All tutors and mentors must act in a manner consistent with the policies and procedures of Missouri Western and its affiliates.

\*Upon successful completion of CRLA program, the student will be eligible of a \$0.50/hour increase in pay at the beginning of the next term.

**4. Student Custodial Assistant**- S-203 \$7.05-7.40- Cleans and maintains buildings/facilities. May be expected to make basic repairs. Requires high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

**5. Student Computer Lab Assistant**- S-102 \$7.05-7.40- Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripherals equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faculty output or machine stoppage. Requires 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

**6. Student Computer Lab Assistant II-** S-202 \$7.15-7.90 Develops lab hour schedule for Murphy 101, Blum Union 202, and Vaselakos Hall. Assigns Computer Lab Assistants to the schedule. Monitors Computer Lab Assistants to make sure they are actually working assigned shifts. Assists Computer Lab Assistants find someone to cover shifts during emergency absences. Fills in when Computer Lab Assistants miss shifts. Monitors labs to maintain adequate supplies. Maintains the genlabs list serve. Sends out email reminders of new schedules or schedule changes, as well as other pertinent notices. Assists Computer Lab Supervisor with screening and hiring of Computer Lab Assistants as well as other duties as assigned. Preferred: one semester as Computer Lab Assistant. Requires a minimum of 1 year student lab experience.

**7. Student Library Aide-** S-103 \$7.05-7.40 Will be assigned to work in 1 of 3 areas: Circulation Desk, Technical Services, or Information Desk. Specific duties will differ depending upon area assigned. Positions require ability to perform clerical tasks such as processing new library materials, checking in / out library materials, re-shelving library materials. Requires ability to learn how to use the library's computer system to assist in these tasks as well as to also locate materials and to assist patrons with various issues. Ability to interact with patrons is a must. Assists with keeping the appropriate area neat and orderly. Ability to troubleshoot basic problems with copiers, printers and computers. Follows organization and department procedures to complete tasks in a timely manner, and other duties as assigned. Requires 3 months of experience related to customer service or library service. Has knowledge of commonly used concepts, practices and procedures to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**8. Student Library Aide II** S-217 \$7.05-7.65 Ability to perform all tasks related to a Library Aide I position. Will be assigned to work in 1 of 4 areas: Circulation Desk, Technical Services, Information Desk, or Inter-Library Loan. Will be assigned more responsibilities than Library Aide I positions and will be expected to complete more complex tasks. Specific tasks will vary depending upon the department. Ability to use Millennium to perform more complex tasks such as routine database maintenance related to material and patron records. Ability to use Microsoft Excel to create and maintain spreadsheets that track the withdrawal of library materials or statistics of interlibrary loan use. Responsibilities might include supervising the Circulation area during the weekend shift. Will be assigned extra duties such as supervising other students performing shelf maintenance, inventory, or shifting materials. Be able to make some decisions independent of immediate supervision but will have written guidelines of the department's procedures. Requires 1 year prior student employment experience in library service. Typically reports to a supervisor or manager.

**9. Student Lifeguard-** S-203 \$7.05-8.25 Must be an MWSU student. Must have American Red Cross Lifeguard Training, Professional CPR and First Aid certified. Must be able to assert authority to peers, faculty staff, and community members.

**10. Student Research Assistant I-** S-205 \$7.15-8.15 Carries out research/development activities. Makes detailed observations, analyzes data, and interprets results. Compiles results and prepares technical reports and documentation of outcomes. Requires specific coursework/knowledge and 0-3 years of experience in the field or related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**11. Student Research Assistant II** \$8.40-9.40 Carries out advanced research/development activities. Makes detailed observations, analyzes data, and interprets results. Compiles results and prepares technical reports and documentation of outcomes. Requires specific coursework/knowledge and 0-3 years of experience in the field or related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a minimum of 1 year prior student employment experience as a Student Research Assistant.

**12. Student Public Safety Assistant-** S-206 \$7.15-7.90- Patrols buildings and grounds of campus. Requires high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is expected.

**13. Student Recreation Assistant I-** S-105 \$7.05-7.40- Open gym at 5:15 a.m. Work front desk, check in students, faculty and staff. Check out gym equipment as necessary. Be prepared to call supervisor and/or public safety and/or medical personnel in case of an emergency. Other duties as assigned.

**14. Student Recreation Assistant II-** S-209 \$7.40-8.15- Work front desk, check in students, faculty and staff. Check out gym equipment as necessary. Be prepared to call supervisor and/or public safety and/or medical personnel in case of an emergency. Must be able to lift 30 pounds. Must be able to assert authority when needed. Must be honest in handling money and records. Must be able to work varied shifts. Must have good communication. Be aware of all weather conditions and the implications of unsafe weather to various recreation activities (Thunder and Lighting, High Unsafe winds 60 miles/hour). Being knowledgeable and updated on all safety rules. Ensure all rules are followed. Certification in basic First Aid and CPR preferred. Answer all questions, problems, and complaints as given by participants. Assist as needed with the Intramural program so as to facilitate its efficient operation. Attend all required staff meetings. Other duties as assigned. Requires a minimum of 1 year prior student employment experience as a Student Recreation Assistant.

**15. Student Technician (IMC) -** S-210 \$7.05-7.40- Answering phones, taking requests, campus deliveries, troubleshoot presentation equipment, train clients, work special events, test equipment (will train). No experience necessary. Will train. Must be able to lift 65 pounds and have at least 6 semesters of school left. Applicant must have good attitude, people skills and be punctual. Must have a valid drivers license and can work on a six-foot ladder.

**16. Student Technician II (IMC)-** S-210 \$7.40-8.15- Answering phones, taking requests, campus deliveries, troubleshoot presentation equipment, train clients, work special events, test equipment (will train). No experience necessary. Will train. Must be able to lift 65 pounds and have at least 6 semesters of school left. Applicant must have good attitude, people skills and be punctual. Must have a valid drivers license and can work on a six-foot ladder. Must have excellent communication skills. Requires a minimum of 1 year prior student employment experience as a Student Technician.

17. **Student Laborer-** S-212 \$7.05-8.15- Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

18. **Student Telephone Operator-** S-213 \$7.05-7.40- operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

19. **Student Intern-** S-216 \$8.00-9.25- **Students paid through Missouri Western State University with the title of Intern must be enrolled in an internship course for credit during the semester in which the student is working in the internship capacity, and employment following the end of the coursework will not be titled or paid as Intern.** May require an advanced knowledge of subject matter as well as required coursework. Internships should inherently expand in scope and responsibility as the students experience and the work requirements permit. The purpose of an internship is to give the student the opportunity to gain practical experience in a particular field. Written reports and data collection may be necessary. An ability to use a computer with a Windows based operating system (Mac if position is with the Art or Music Departments). Reports directly to a supervisor or manager, but may work relatively independently with the oversight and direction of the supervisor.

20. **Student Resident Assistant- Stipend-** Primary responsibility is community development and relationship building with approximately 45-55 residents in his or her assigned areas. Expected to know all residents on an individual basis and to have confidence to help students resolve personal issues. Programming emphasis is centered on a needs-based approach emphasizing relationship building with residents (social, educational, passive). Conduct community meetings at the beginning of each semester as needed to address community needs. Responsible for knowledge of and enforcing community standards. Assist residents with roommate conflicts and serve as a peer advisor and resource person. Responsible for administrative duties (inventories, head-counts, immunization updates, etc). Policy enforcement- regularly participates in on-call duty rotation; create and maintain a safe inclusive and respectful community environment. Reports to direct supervisor.

Desk Operations—work 6 hours per week at the front desk.  
Compensation-room and board + \$700/ semester stipend  
2.25 semester / cumulative GPA.

21. **Student Griffon Edge Leader**- \$7.05-7.40- Promote Missouri Western, academic achievement, scholastic excellence and campus involvement. Serve as an information resource, and initiate conversations with freshman to address academic and student concerns as well as student success. Work with staff to cultivate an environment of dignity and respect for self and others. Must have an excellent knowledge and understanding of campus and programs, and the drive and ability to lead students. Must be in good academic standing; be free of disciplinary probation or suspension and registered as a full time degree seeking student. Must be available for training. Reports to direct supervisor.

22. **Student Orientation Assistant** – \$7.05 – Responsible for leading new students through the New Student Registration Program (orientation). Comprehensive knowledge of academic rules, procedures, and processes as well as an understanding of student services at Missouri Western is required. Must be comfortable in a leadership role and confident in public speaking presenting to 20-25 students. May include overtime- students will be compensated at time and one-half for all hours over 40 within the standard workweek. Must be in good academic standing; be free of disciplinary probation or suspension and registered as a full time degree seeking student. Must read the chosen common reading book. Must be available for training. Reports to direct supervisor.

23. **Student Mentor/ Laboratory Assistant**-S-218 \$7.50-8.25 Chemistry Student Mentors assist instructors during their assigned lab section(s) by promoting discussion among students, offering assistance with technical skills and computer use, and helping monitor for safety. Student Mentors also assist in laboratory preparation and clean-up (about 1 hour per assigned section) and tutor (1 hour per assigned section). Student Mentors are assigned to lab sections for CHE 101, 104, 111, 120, and some higher level courses. Student Mentors are also eligible to be tutors through the Center for Academic Support for their assigned Chemistry course(s), and will undergo training through that facility.

24. **Laboratory/ Storeroom Assistant** – S-219 \$7.05 – \$7.40 Set up and maintain lab supplies under the direction of a supervisor. Wash laboratory glassware and make chemical solutions as needed. Assist students in laboratories. Ensure labs are clean and orderly and supervise student use of labs. Answer telephone in lab. Be prepared to respond appropriately to emergencies in the lab by calling supervisor and /or public safety and/or medical personnel. Ability to use computer with a Windows based operating system. This position may require specific coursework requirements and an understanding of the subject matter, and other duties as assigned. Previous laboratory experience preferred.

25. **Student Phonathon Caller** S-220 \$7.05-7.40- Works with a team of students making telephone calls to Western alumni to ask their financial support for the MWSU Annual Fund. The individual serves as a student ambassador by educating alumni about the importance of annual financial support, informing alumni about current and upcoming events and activities, and updating alumni records as necessary.

**Essential Duties and Responsibilities:**

Responsible for calling on behalf of the MWSU Annual Fund a minimum of two nights a week (Calls are made from 6 – 9 p.m. Sunday through Thursday). You may not miss more than two scheduled calling sessions during the calling period.

Act as an ambassador by establishing an open line of communication between the University and its alumni.

Work with other callers in a team oriented environment to further the development of the Phonathon. Gain an understanding of the University, its organizational structure, and its annual needs for financial support.

Develop strong communication skills to allow for effective interactions between yourself and the University's external constituents.

Handle personal information with extreme confidentiality.

Complete all related forms accurately, completely, and legibly.

Hours/Week- Shifts are Sunday through Thursday evenings from 6 – 9 p.m. Callers must commit to a minimum of two call sessions (6 hours) per week. Maximum number of hours is 15 hours per week during the call period.

Missouri Western State University is an Equal Opportunity Employer