

Pay Rate ²	Job Duties	Qualifications
\$11.00 - \$13.00	<ul style="list-style-type: none"> This level includes most entry level student employment positions and the majority of positions on campus fall into this level. Duties are of a routine and simple nature. Duties require direct supervision and relatively specific instructions. Duties may include general office work, data entry, office assistance, basic customer service, and basic word processing. Formalized/intensive training is provided on the job. 	<ul style="list-style-type: none"> Little or no training or experience is required. Basic computer skills are required. Basic written and oral communication skills are required. Ability to use information resources and technology is required. Basic quantitative skills and ability to comprehend, interpret, and analyze ideas and facts are preferred. Critical thinking skills to apply, analyze, evaluate, and create knowledge/information are preferred.
\$13.01 - \$14.00	<ul style="list-style-type: none"> Duties are varied and less routine. Duties involve a moderate degree of responsibility and judgement. Duties involve basic decision making within boundaries and making informed recommendations. May lead or coordinate activities of other student employees, such as orientation and training. Duties include operating with a moderate level of autonomy or self-direction. Informal on the job training is provided. Duties may include writing or delivering presentations. 	<ul style="list-style-type: none"> Requires specific previous work experience or training in a particular environment or discipline. Requires previous knowledge, skills, and abilities to analyze information, think critically, and make informed choices. May require a specific number of semester completed at IUPUI in order to understand campus culture/resources. Strong written and oral communication skills are required. Strong quantitative skills and ability to use information resources and technology are required. Strong ability to express ideas and facts to others effectively in a variety of formats required.
\$14.01 - \$15.00	<ul style="list-style-type: none"> Duties are technical and complex. May direct activities of other student employees, including supervision, training, and delegation. Employees are given substantial responsibility and are expected to exercise judgement and decision making. Employees operate with a high level of autonomy and self-direction. Little on-the-job training is needed. Work is paraprofessional in nature. 	<ul style="list-style-type: none"> A moderate amount of specialist training or experience is required in a specific environment or discipline. Work requires progressive skills specific to the field in which the student will be employed or in which the student specializes. Ability to identify and propose solutions for problems using quantitative tools and reasoning is required. Quantitative skills and ability to comprehend, interpret, and analyze ideas and facts are required. Strong critical thinking skills to apply, analyze, evaluate, and create knowledge are preferred.
\$15.01+	<ul style="list-style-type: none"> Duties are highly technical and complex. Duties involve a significant degree of responsibility, judgment, and decision making. Work is paraprofessional in nature. Work requires self-direction and autonomy, with little direct supervision. May direct activities of other student employees, including groups of student employees and program management, such as planning, supervision, delegation, and performance management. 	<ul style="list-style-type: none"> A significant amount of specialist training, education, or experience is required. Work requires advanced skills specific to the field in which the student will be employed or in which the student specializes. Advanced ability to identify and propose solutions for problems using quantitative tools and reasoning required. Advanced quantitative skills and ability to comprehend, interpret, and analyze ideas and facts are required. Advanced critical thinking skills to apply, analyze, evaluate, and create knowledge are preferred. Advanced critical thinking skills to apply, analyze, evaluate, and create knowledge are preferred.

¹**Any Temporary employee position must pay at least the Indiana University minimum wage of \$10.15/hour (fiscal year 22-23).**

²***Pay Rates are based on IUPUI campus averages and are suggested wages. Please note that the average pay rate for undergraduate student employees was approximately \$11.63/hour in AY22-23. Each level detailed above is designed to be for a specific position; moving from one level to another would justify a separate and distinct position.***

Wage rate increases for student employees are subject to current campus fiscal and human resources policies. Please contact IUPUI Human Resources Administration for current policies and procedures at 812-856-1234 or askhr@iu.edu.