

**UNIVERSITY OF NORTH GEORGIA  
FY 2019 STUDENT EMPLOYEE PAY PLAN**

Job Levels are provided for departments that want to offer a higher rate of pay. There is no requirement to pay more than \$7.75 per hour.

JOB TITLE	Experience by Level	Other Required Qualifications (All Student Assistants)	Typical Duties (All Student Assistants)	JOB FAMILY	MIN SALARY	MAX SALARY
<b>Student Assistant</b>	None	Currently enrolled at UNG at least half-time; ability to operate standard office equipment; effective communication skills; valid driver's license, if needed.	Filing; sorting and/or alphabetizing documents; copying; answering telephones; greeting visitors; assists with bulk mailing projects; pickups and deliveries.	900X	\$7.75	\$8.25
Job Code 900X07 Non Exempt	6 Months				\$8.75	
	1 Year				\$9.25	
	2 Years				\$9.75	
	3 Years				\$10.25	
	4 Years				\$10.75	
<b>Work Study Student Assistant</b>	None	Currently enrolled at UNG at least half-time; ability to operate standard office equipment; effective communication skills; valid driver's license, if needed.	Filing; sorting and/or alphabetizing documents; copying; answering telephones; greeting visitors; assists with bulk mailing projects; pickups and deliveries.	901X	\$7.75	\$8.25
Job Code 901X06 Non Exempt	6 Months				\$8.75	
	1 Year				\$9.25	
	2 Years				\$9.75	
	3 Years				\$10.25	
	4 Years				\$10.75	
<b>Student Technician</b>	None	Currently enrolled at UNG at least half-time; knowledge of computer hardware & software; technical processes; knowledge of word processing, spreadsheet, or database software.	Data enters forms and other info into automated systems; performs routine tasks in support of technical or laboratory processes. Performs other technical support-related duties as assigned.	900X	\$9.00	\$9.50
Job Code 900X08 Non Exempt	6 Months				\$10.00	
	1 Year				\$10.50	
	2 Years				\$11.00	
	3 Years				\$11.50	
	4 Years				\$12.00	
<b>Work Study Student Technician</b>	None	Currently enrolled at UNG at least half-time; knowledge of computer hardware & software; technical processes; knowledge of word processing, spreadsheet, or database software.	Data enters forms and other info into automated systems; performs routine tasks in support of technical or laboratory processes. Performs other technical support-related duties as assigned.	901X	\$9.00	\$9.50
Job Code 901X07 Non Exempt	6 Months				\$10.00	
	1 Year				\$10.50	
	2 Years				\$11.00	
	3 Years				\$11.50	
	4 Years				\$12.00	
<b>Certified Student Assistant</b>	None	Currently enrolled at UNG at least half-time; Required to hold nationally accredited certification for group exercise; obtain CPR/First Aid/AED training through American Red Cross	Group Exercises Instructors create and deliver fitness classes; ensures safety of participants.	901X	\$12.25	\$12.75
Job Code 900X09 Non Exempt	6 Months				\$13.25	
	1 Year				\$13.75	
	2 Years				\$14.25	
	3 Years				\$14.75	
	4 Years				\$15.25	

This section used to determine minimum and maximum salaries for student assistants who will be paid with institutional (departmental) funds.

This section used to determine minimum and maximum salaries for student assistants who will be paid with **Federal Work Study** funds. **Caution:** *Work Study funding is limited. If the student will continue working after Work Study funds are exhausted, departmental funds will be needed to cover the additional salary paid as an Institutional Student Assistant.*

This section used to determine minimum and maximum salaries when the student assistant will be paid with institutional (departmental) funds and the student's job requires a higher level of technical skills (i.e. IT Help Desk, Lab Assistant in a science department).

This section used to determine minimum and maximum salaries when the student assistant will be paid with **Federal Work Study** funds and the student's job requires a higher level of technical skills (i.e. IT Help Desk, Lab Assistant in a science department).

Currently this section is used when the student assistant is a Certified Group Exercise Instructor or personal trainer. The current hourly hire rate on this job is \$14.50. This title may be developed further if student jobs require certification.

**Students may work no more than 25 hours per week. \* You must contact HUMAN RESOURCES AT THE BEGINNING OF THE SEMESTER if you anticipate that the student worker will be needed for extended hours for any reason. \*** International Students with an F-1 or J-1 visa are limited to 20 work hours per week.

UNG is committed to ensuring that this Web site is accessible to everyone. If you have any questions or suggestions regarding the accessibility of this site, please [contact us](#), as we are 7/1/2018 continually striving to improve the experience for all visitors.