

Wage Guideline for University Assistants – FY 2010
Southern Connecticut State University

Pay Category	A	B	C	D	E
Criteria	Generally unskilled or low-skilled manual helper. Little prior experience is required. Minimal training is necessary to have worker perform needed tasks.	Generally requires some basic skills in accounting, library services, graphic art, public safety, entry-level technology, etc. Some knowledge of office operations is required.	Directly assists Director or Department Head with general administrative duties. Degree almost always required. Able to perform assignment with limited supervision. Usually possesses some computer/technical expertise.	Similar to “C”, but also requires advanced computer and/or technical expertise. Able to work independently. Able to serve in a leadership function and provide instruction to other workers in the unit.	Generally requires an advanced degree or very specialized skills or training. Advanced degree (Masters) is generally required to perform the assigned functions. Able to serve in a leadership capacity. Independent employee able to undertake assignments without continual direction.
Starting Hourly Rate:	Minimum Wage	\$10.00	\$14.00	\$18.00	\$25.00
Maximum Hourly Rate:	\$13.00	\$20.00	\$25.00	\$30.00	\$35.00

The University Assistant’s hours are restricted to not more than nineteen (19) hours per week (on average) for the duration of the appointment and total earnings not to exceed \$24,000 for a fiscal year. Human Resources will periodically review to determine the appropriate increase percentage based on cost of living adjustments, promotions, etc for this wage guideline.