



## Georgetown University Student Employment Office

### Selecting Job Profiles & Compensation Grades

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#### Determining What's Right for Your Student Hire...

- Job Profiles** are assigned to the position based on the type of work the student will be performing.
- Compensation Grades** are assigned to the hire based the skills and experience of the student being hired.
- Please note that some Job Profiles have a minimum recommended Compensation Grade Profile.**

#### Hourly Student Job Profiles

##### **Student Academic Assistant**

Students in these positions perform general academic functions in support of a specific course, professor or department. Duties typically include: assisting a professor with course preparations and instructional materials.

##### **Student Administrative Assistant**

Students in these positions perform more advanced (than clerical assistant) office support functions. Duties typically include: providing complex information about programs or policies; drafting specific replies to complex inquiries; supporting accounting or other business process tasks; performing administrative support functions that require substantial organizational and managerial skill and experience, and utilizing independent judgment to support decision making on a more advanced administrative level.

##### **Student Athletic Assistant**

Students in these positions are generally responsible for completing tasks that lead to the successful administration of any one of Georgetown University's athletic programs. Duties of this position may include, but are not limited to: maintaining, managing, packing and dispersing athletic equipment; assisting in athletic practices; scheduling; game day operations such as event setup, breakdown, and clock operation; videotaping; compiling notes and historic information; assisting coaches by completing various tasks as seen fit. Specific duties will vary based sport, event, or needs of the athletic program.

##### **Student Caller**

Students in these positions are typically tasked with assisting the Office of Advancement with reaching fundraising goals for the University throughout the year. Student callers generally contact potential donors via telephone in an attempt to secure donations for the University. Other departments and programs across the University may utilize student callers in maintaining contact with individuals interested in the University or to communicate messages to a wide audience.

##### **Student Child Care**

Students in these positions are generally tasked with assisting full-time staff with the safe and secure monitoring and nurturing of children below the age of six years. Duties may include, but are not limited to: monitoring child behavior throughout the day; maintaining a clean, safe child care environment; assistance with child development lessons and/or activities; performing general tasks that enhance the child care environment and experience.

**Student Clerical Assistant**

Students in these positions perform general office support functions. Duties typically include: providing general information; responding to routine inquiries; operating basic office machinery; answering phones; making appointments; filing, maintaining records, making deliveries or errands.

**Student Drill Instructor - Minimum pay grade recommended = ST.03**

Students in these positions are generally tasked with teaching and administration of intensive verbal and written drill sessions within programs teaching a foreign/non-English language. Duties may also include grading students' homework. Specific student drill instructor duties will depend on department and program.

**Student Driver - Minimum pay grade recommended = ST.02**

*(A higher grade is recommended if a specific license class is required.)*

Students in these positions operate motorized vehicles for delivery and/or to escort passengers. Duties include checking the condition and reporting the need for service of the vehicle operated. Requires a valid driver's license and a good driving record, the ability to read and navigate from a street map, and a general knowledge of the local area.

**Student Editorial Assistant**

Students in these positions are generally responsible for creating/editing written publications and website information and in some cases video content. Duties may include but are not limited to: creating/editing/revising written publications for University staff, faculty, programs or departments; creating/editing/revising/maintaining website information and data; creating/editing video content; researching information as it pertains to projects, conducting interviews; attending workshops; publishing content and materials; dispersing content and materials; assisting full-time staff with various tasks as seen fit.

**Student Fitness Attendant**

Students in these positions are tasked with the general safety, cleanliness and operations of the gymnasium environment of Yates Field House. Duties may include, but are not limited to: maintaining equipment throughout the gymnasium; cleaning gym equipment and environment; locker room maintenance; front desk customer service and member service; opening and closing operations; rental inventory; court or event scheduling; assisting full-time staff with tasks and projects that ensures successful operations.

**Student Fitness Instructor - Minimum pay grade recommended = ST.03**

Students in these positions are responsible for the successful and safe administration of fitness programs provided at Yates Field House or any special fitness program across the University. Examples of such programs include yoga, spinning, Pilates, aerobics, weight training or any other fitness program provided by the University. Duties may include, but are not limited to: documenting enrollment; dispersing fitness equipment and/or materials; administering fitness program; mentoring/teaching proper technique; maintaining clean and safe equipment and fitness environment; additional duties that ensure successful fitness program administration.

**Student Grader**

Students in these positions perform functions in support of testing and grading for a specific course, professor or department. Duties typically include: assisting with preparation, distribution, collection of test materials; applying a template for grading; review of short answer or essay responses for accuracy or completeness; assisting a professor with recording of grades.

**Student Library Assistant**

Students in these positions provide general services and assistance to library users in a library setting. Duties typically include: stock maintenance, shelving books, book repair; monitoring use of resources; providing general information on library policies and procedures; maintaining records and activity logs. Students at a higher pay level may perform these duties at a more advanced or specialized level, generally with a focus on particular functional division. Additionally, substantial training, library experience, database management skills, and/or foreign language fluency may be required and would justify a higher pay level.

**Student Lifeguard - Minimum pay grade recommended = ST.03**

Students in these positions are responsible for the cleanliness and safety surrounding the pool environment at Yates Field House. Duties include, but are not limited to: ensuring the safety of pool patrons; maintaining the safe and clean environment in and around the pool; administration of pool schedule for differing activities, events or classes; towel stocking and folding; front desk customer and member services; assisting full-time staff with various tasks that ensure successful operations.

**Student Mail Clerk**

Students in these positions are generally responsible for the gathering, sorting/collecting and distribution of University mail. Duties may include but are not limited to: collection of mail across the University; delivery of mail to processing area; sorting campus, United States and international mail; routing mail to desired department, building or program; delivery of mail to desired recipients; assisting full-time staff with tasks/duties that provide successful mail operations.

**Student Manager/Supervisor - Minimum pay grade recommended = ST.03**

Students in these positions are responsible for hiring, training, scheduling, and supervising other student employees. Duties may include: monitoring daily activities; interpreting and implementing policies and procedures; resolving issues, disputes, or questions; assisting with payroll, performance, and review; and other tasks related to the operation or management of a unit, function, or recurring event. Students may have access to and/or use highly confidential information in the course of their duties.

**Student Marketing Assistant**

Students in these positions are generally responsible for the marketing of specific events, programs, departments or activities across the University. Duties may include but are not limited to: creating, writing and/or editing materials to market/advertise specific areas/events; researching target markets; researching marketing tools and/or mediums; dispersing materials to prospective participants; assisting with marketing campaigns and/or events; assisting full-time staff with various tasks and duties that proliferate successful marketing of events, programs, departments, activities or the University.

**Student Note Taker**

Students in these positions are generally tasked with taking notes from classes, programs, events or activities throughout the University. Duties may include but are not limited to: attending specific classes to take notes on daily lessons; transcribing notes; attending programs, events or activities to take notes on information covered; compiling notes records; deciphering notes; delivering notes to specific individuals, programs or departments.

**Medical Student Note Taker - Minimum pay grade recommended is determined by Medical Center**

These positions are held exclusively by GU medical students.

**Student Program Assistant**

Students in these positions are generally tasked with completing duties/assignments that result in the successful administration of University, departmental, academic or administrative programs. Duties may include, but are not limited to: writing, editing and preparing program materials to be dispersed to program participants, conducting workshops, activities or events based on program; recruitment; program need and/or material analysis; procuring program materials; communicating with participants; program outreach/marketing; general program duties such as copying, scanning, filing, uploading of materials. Specific duties and responsibilities will differ based on program.

**Student Research Assistant**

Students in these positions perform general research tasks, usually in support of a specific project with a defined scope. Duties typically include: compiling, classifying, tabulating, and recording data collected from special studies; organization of materials; providing status reports on specific aspects of project. Students at a higher pay level may perform advanced tasks in support of a specific project, topic, or discipline. Duties may include: assisting with the design of a project; analysis of research material and data; writing and editing reports; utilizing independent judgment in the pursuit of additional information to support the research project.

**Student Resident Assistant**

Students in these positions are generally responsible for assisting student residents with any issue that may arise and maintaining a safe, livable environment for students. Duties may include but are not limited to: assisting with dorm/resident maintenance; resident conflict resolution; upholding resident rules, regulations and guideline; resident meetings; mentoring; maintaining security and safety; assisting full-time staff with various tasks that ensure clean, safe and livable resident areas and resident satisfaction.

**Student Sales Clerk**

Students in these positions provide sales transactions and customer service to patrons of their respective store/area. Duties include but are not limited to: conducting sales transactions; providing information/service to patrons; maintaining stock; balancing cash drawers; reconciling transactions; maintaining clean products/environment; opening and closing operations; various tasks and duties as they arise during day-to-day operations; assisting full-time staff with additional tasks or projects.

**Student Security Monitor**

Students in these positions provide general safety and security functions. Duties typically include: controlling access to assigned campus facilities; ID verification; patrol of garages, grounds, parking lots, living centers, and other facilities; making reports of incidents concerning safety and security on campus.

**Student Teaching Assistant - Minimum pay grade recommended = ST.03**

Students in these positions perform academic assistant functions in support of a specific professor, course or section. Duties may include: conducting lab or work group sessions focused on the review or application of course materials; delivering portions of lectures; assessing performance or progress.

**Student Technical Assistant**

Students in these positions provide standard technical support functions. Duties typically include: responding to routine user requests for services and assistance; receiving reports of hardware and software problems; providing training or tutoring on computer use in lab setting. Students at a higher pay level may perform advanced technical services. Duties may include: controlling the flow of work through a computer system; determining the source or cause of system problems and taking appropriate corrective action; analyzing, designing and developing customized programs and reports; database design, development, and maintenance; developing or enhancing web based programs and information.

**Student Tutor**

Students in these positions provide tutoring to individuals on a specific subject matter or academic discipline. Students may provide services to fellow students, community residents, or others. Students may be required to have received a specific grade in the course or courses for which tutoring is provided, and to assess the progress of those receiving tutoring services.

## Hourly Student Compensation Grades

Compensation Grade should be assigned by the supervisor based on the required skills and prior experience of the individual hired into the position, the level of supervisory oversight needed, and the type of work performed.

After the appropriate Grade has been determined, the supervisor assigns a wage for the hire that falls within the range listed for the Compensation Grade. It's usually best to start at the lower end of the range, leaving room for pay increases over time (e.g. for good performance or additional years of experience).

It is the responsibility of the hiring department to ensure equity among the wage rates of hourly student employees in their department who are doing similar work.

### **ST.01 – Novice**

**\$11.50 to \$14.50 per hour**

For students hired into Compensation Grade ST.01, no experience, technical knowledge, or previous training is required. Positions in this grade are those that perform routine/repetitive tasks with minimal responsibility. Where applicable, positions may require demonstrated ability to successfully interact with the public. Student employee works in a well-supervised setting and training is provided.

### **ST.02—Semi-skilled**

**\$13.25 to \$16.00 per hour**

For students hired into Compensation Grade ST.02, little/moderate experience, technical knowledge, or previous training is required. Students should be able to work from detailed instructions, perform simple analysis, and use good judgment. Special instruction may be necessary for some aspects of these positions. Student employee must demonstrate the ability to learn new tasks and work independently with moderate supervision and limited training.

### **ST.03—Skilled**

**\$15.00 to \$17.75 per hour**

For students hired into Compensation Grade ST.03, moderate to substantial experience, technical knowledge, or previous training is required. Student must possess a high level of competency or fluency with a specialized skill. Student employee readily demonstrates the use of independent judgment, decision making ability, and may be expected to work responsibly with little supervision and training. Previous work experience at a lower level within the same department or functional area may be required. These positions may involve supervision, training, and/or tutoring of others.

### **ST.04—Highly Skilled**

**\$16.75 to \$20.00 per hour**

For students hired into Compensation Grade ST.04, in addition to the qualifications and scope of work associated with Grade ST.03, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analysis, publication, instruction, or other special projects or activities of significant scope. Students will many times be expected to work responsibly and on their own with little or no supervision and training.

**Hourly student wages above \$20.00 per hour require a Wage Justification and must be approved by the Student Employment Office in advance of the hire being processed.**

*Compensation Grade Profiles for hourly student employees at Georgetown University have been developed in consultation with the GU Office of Human Resources.*