

Temple University Student Pay Guidelines – July 2009

Type Capsule Role Inventory

SW1	General Clerical Support	<p>Provide routine support to a department or function. Responsibilities are typically repetitive in nature and may entail office functions, such as: filing, mail delivery, data entry, greeting visitors, preparation of mailings; or entry level tasks of a department such as: grounds/facility maintenance, food service work. Work is completed with close supervision.</p> <p>Examples: Reception, General Clerk, Filing Clerk Couriers, Data Entry, Mail Clerk, Food Service Worker, Housekeeping Asst. , Facilities / Maint Asst.</p>
SW2	Admin Technical Support	<p>Provide administrative or technical support to a department or function. Responsibilities may be routine or project oriented and may require basic knowledge of the field or discipline. (i.e., HR, IT, Finance, Student Services, Facilities, etc). May require some specialization or learning in the area. Work is completed with supervision of progress and end results.</p> <p>Examples: Intern, Accounting Asst. , Data Processor, Accounting Clerk, Administrative Asst. , Payroll Clerk, Assistant-law research, Entry Computer Lab Asst</p>
SW3	Research and Professional Support	<p>Provide entry level technical or professional support to a department or function. Responsibilities are project oriented and require prior knowledge of the field or discipline. Typically experience at this level is acquired through advanced course work in the final years of a matriculating undergraduate program. Work is completed with supervision of end results.</p> <p>Examples: Programmer Analyst, Jr Accountant, Engineering Assistant, Systems Support Assistant, Science/Physical Science Asst. BioTech Asst. , Library Research Asst.</p>

	Min of range /Start *	Max of range*
SW 1	<u>\$7.25</u>	<u>\$11.00</u>
SW 2	<u>\$8.00</u>	<u>\$15.00</u>
SW 3	<u>\$12.00</u>	<u>\$20.00</u>

- Pay within the guide based on experience; with the Min/ start for 0 years actual or closely related experience Minimum rises to \$7.25 effective July 24, 2009

These guidelines are intended to provide schools and departments with a framework to maintain consistency in student pay. Human Resources continues to process student pay and is available to answer questions to distinguish levels as needed. Actual rates are monitored by initiating departments and authorized based on local practice.