

## UCLA Guidelines - Classification of Student Assistants <sup>i</sup> (August, 2012)

Student Assistant positions are created and reserved only for registered UC students. The positions are slotted into one of the four levels below. The temporary nature of appointments, the absence of continuing responsibility for the work performed, and the diversity of duties assigned generally characterize this series. Each level is typically based on the duties performed and the special requirements of the position. The distinctions between the 4 levels are: Degree of difficulty inherent in the manual, clerical, advising, public contact, and/or research-related duties performed, the extent of assigned responsibility for coordinating the work of other employees.

Setting salaries within the broad student assistant salary ranges should be based upon the salary (hourly rate) one would typically pay staff at entry level to perform the same function. Starting salaries are typically set between the salary range minimum and the 1<sup>st</sup> quartile of the salary range. Salaries appointed above the range midpoint should be the exception and not the rule.

Description of Work Being Performed	Type of Supervision	Examples of Staff Classifications for transition to Student Classifications
<b>Assistant I – 4922/ Assistant 1 Work Study- 4682</b>		
Unskilled, clerical/administrative or manual related duties. The nature of duties assigned at this level may provide incumbents with free time for such activity as studying and reading. Incumbents may be required to have a general knowledge of the areas to which they are assigned.	Close Supervision	4162 – Resident Assistant 4672 - Sr. Clerk/Secretary 4724 - ___ Assistant I 4962 – Coder 5285 – Museum Attendant 5328 – Proctor 6274 – Usher 6333 – Scene Tech 6344 – Stage Helper 6762 – Library Assistant I 7163 – Engineering Aid 7193 – Data Processing Production Coordinator 8076 - Laborer 9605 – Laboratory Assistant I 9606 – Laboratory Helper 9673 – Clerk
<b>New Salary Range</b> \$8.00 - \$13.50 - \$19.00		

Description of Work Being Performed	Type of Supervision	Examples of Staff Classifications for transition to Student Classifications
<p><b>Assistant II – 4921/ Assistant 2 Work Study 4681</b></p>		
<p>Clerical/administrative or manual duties that are semi-skilled in nature and do not require extensive skill, training, or experience.</p>	<p>Supervision</p>	<p>4031 – Lifeguard  4107 – Child Development Center Teacher  4122 – Resident Advisor  4354 - Student Affairs Officer I  4723 - ____ Assistant II  4813 – Computer Operator  6193 - Musician  6233 – Photographer  6273 – Sr. Usher  6318 – Wardrobe Technician  6334 – Assistant Scene Tech  6284 – Assistant House Manager  6454 – Program Representative I  6733 – Bibliographer I  6761 - Library Assistant II  7102 – Sr. Drafting Technician  7192 – Sr. Data Processing Production Coordinator  7264 – Assistant Public Ad Analyst  7278 – Programmer/Analyst I  8633 – Office Machine Technician II  9252 – Hospital Assistant II  9603 – Laboratory Assistant II</p>
<p><b>New Salary Range</b>  \$8.25 - \$17.50 - \$26.50</p>		

Description of Work Being Performed	Type of Supervision	Examples of Staff Classifications for transition to Student Classifications
<p><b>Assistant III - 4920/ Assistant 3 Work Study - 4680</b></p>		
<p>Skilled duties in support of research projects, student advising and contact with the public. Clerical/administrative or manual duties which involve limited use of specialized skills; may also coordinate the work of a group of lower level assistants. Greater use of specialized skills.</p>	<p>General Supervision</p>	<p>4011 – Recreation Program Instructor  4120 – Resident Advisory Supervisor  4416 – Learning Skills Counselor  4422 - Counselor  4353 – Student Affairs Officer II  4692 – Graphic Compositor  4722 - ____ Assistant III (4722)  4805 – Computer Resource Specialist I  6103 - Artist  6192 – Sr. Musician  6215 – Assistant Producer/Director  6283 – House Manager I  6333 – Scene Technician  6453 – Program Representative II  6650 – Language Assistant  6732 – Bibliographer II  6760 – Library Assistant III  7243 – Administrative Analyst  7263 – Public Admin. Analyst  7277 – Programmer/Analyst II  7541 – Assistant to the Dean  7646 – Administrative Specialist  7685 – Assistant Editor  8976 – Hospital Laboratory Tech I  9602 – Laboratory Assistant III  9634 – Museum Preparator</p>
<p><b>New Salary Range</b>  \$8.75 - \$23.00 - \$37.25</p>		

Description of Work Being Performed	Type of Supervision	Examples of Staff Classifications for transition to Student Classifications
<p><b>Assistant IV – 4919/ Assistant 4 Work Study - 4679</b></p> <p>Perform complex duties in support of academic research projects; clerical/administrative, manual, advising and/or public contact duties that require the use of specialized skills and may, in addition, coordinate the work of a larger group of assistants. Greater degree of complexity involved in research and related assignments, more frequent use of specialized skills.</p> <p><b>New Salary Range</b> \$9.50 - \$27.25 - \$45.00</p>	<p>General Supervision</p>	<p>0729 – Principal Development Engineer 4000 – Student Aid, Outside Agency 4006 – Coach/Specialist 4355 – Student Affairs Officer III 4804 – Computer Resource Specialist II 6191 – Principal Musician 6282 – House Manager II 6314 – Assistant Public Events Manager 6653 – Linguistics Interpreter 7102 – Sr. Drafting Technician 7242 – Sr. Administrative Analyst 7275 – Programmer/Analyst III 9611 &amp; 9617 – Staff Research Associate III 9315 – Clinical Social Worker 9632 – Principal Museum Preparator 9723 – Museum Scientist 6332 – Sr. Scene Technician 9613 – Staff Research Associate I 9612 – Staff Research Associate II</p>

---

<sup>i</sup> Campus Human Resources, Compensation Services