

CALIFORNIA STATE UNIVERSITY, CHICO  
STUDENT EMPLOYEE CLASSIFICATION LEVELS AND WAGE RATES

Revised  
Effective January 1, 2024

The objective of this classification and pay plan is to provide campus-wide consistency in recognizing differences in the duties, responsibilities, and skill levels required in work performed by Student Assistant and Work-Study employees. Using the chart below and [Tips on Job Descriptions and Classifications](#), supervisors can determine what classification level a student position is based on the responsibilities of the job within their respective office or department. Students are to be classified and paid for the job they are performing and not their innate ability or availability of funds. All new work assignments must have a job description and be entered into the online job platform, Handshake.

See the [Policies and Procedures](#) for more information including, but not limited to:

- Merit Wage Increases (worked minimum 200 hours in Step 1)
- Reclassification
- Reasons for denial of Merit Wage Increase

Characteristic	Student Employee I		Student Employee II		Student Employee III	
Degree of experience, education, knowledge or special skills	Minimal job-related experience, requires no previous experience, specific education or specialized skills; <b>entry-level</b>		Some job-related experience, education, or specialized skills required		Must have specific job-related experience, education, or specialized skills	
Complexity of tasks	Routine tasks requiring brief orientation		Some routine tasks, but generally assignments are detailed; performs routine tasks which require considerable on-the-job training/specialized skills		Technical or administrative tasks requiring considerable discretion in judgement and decision-making, interpretation, reasoning or judgement; work is varied	
Degree of supervision	Under general supervision		Under general and moderate supervision		Under minimal supervision, may supervise work of other student employees	
Typical tasks	Typical tasks include, but not limited to: answering phones and general questions; filling/basic data entry; interacting with faculty, staff, students		Typically requires discretion in judgment and decision-making; typical tasks and responsibilities requiring a thorough knowledge of office policies, procedures and programs		Typical duties include but are not limited to the responsibility for coordinating the work of lower-level student employees, assist with entering complex information; interacting with diverse group of people (faculty, staff, administrators, employers, etc.)	
<b>Step</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 1</b>	<b>Step 2</b>
<b>Rates of Pay</b>	\$16.00	\$16.15	\$16.25	\$16.40	\$16.60	\$16.75

Wages assigned above the Student Employee III level require special approval. The pay range for the Student Employee IV category starts at \$17.00 per hour and these students are **not** eligible for the merit wage increase. Contact the Student Employment Office (x5253) or [careercenter@csuchico.edu](mailto:careercenter@csuchico.edu) for procedures regarding the approval of Student Employee IV wages.