



# Northeastern

## Office of Student Employment, Graduate Assistantship and Fellowships

Hourly Pay Range Descriptions for Student Employment Positions in Boston, MA (Main Campus), Marine Science Center (Nahant, MA), Kostas Research Institute (Burlington, MA) and The Roux Institute (Portland, ME)

*Positions funded through Federal Work and General Northeastern Student Employment*

### **Level I Range: \$15.00 - \$17.00 (USD)**

#### **Description**

Responsibilities consist of frequent repetitive tasks that are closely related and unvarying from day to day. Very specific instructions are clearly stated and available. There is no room for determining own methods or exercising significant judgment.

#### **Level of Supervision**

Requires a high level of supervision

#### **Requirements**

Jobs at this level are typically entry-level or trainee jobs requiring basic skills. No previous training or experience is required.

#### **Position Examples**

Lab Assistant, Food Service Worker, Office Assistant I, Research Assistant I

### **Level II Range: \$17.00 - \$19.00 (USD)**

#### **Description**

Responsibilities consist of routine and repetitive tasks with variation in duties and require some independent judgment. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, computer access or entry of data, or operation of slide and movie projectors). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures.

#### **Level of Supervision**

Requires a moderate level of supervision.

#### **Requirements**

Some previous training, experience, or some degree of specialized knowledge / skill is required.

#### **Position Examples**

Library Assistant, Data Entry Clerk, Office Assistant II, Tutor, Research Assistant II



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## **Level III Range: \$19.00 - \$21.00 (USD)**

### **Description**

Responsibilities consist of more diverse duties requiring independent judgment in interpreting and selecting alternative courses of action. May guide and direct the work of others as a Lead Worker.

### **Level of Supervision**

Requires a minimal level of supervision.

### **Requirements**

Advanced training, certification, significant prior experience, or considerable proficiency in an area of specialized knowledge / skill is required.

### **Position Examples**

Lab Assistant, Food Service Worker, Office Assistant III, Research Assistant III, Lab Assistant

## **Level IV Range: \$21.00 - \$30.00 (USD)**

### **Description**

Responsibilities may be complex and require problem solving and decision making skills. Employees possess all the relevant knowledge, experience or skill to perform duties independently. If student, it is required that work is directly related to their major course of study.

### **Level of Supervision**

Requires a limited level of supervision. Full operating and/or skilled positions are found at this level.

### **Requirements**

Requires specialized knowledge acquired through academic preparation and/or advanced technical training or prior professional experience.

### **Position Examples**

Accounting Technician, Micro-Computer Specialist. IT Related Positions, Research Assistant IV

## **Level V Range: \$30.00 - \$40.00 (USD)**

### **Description**

Responsibilities at this advanced level are typically more complex. This level may also be used for supervisory and advanced level positions. Supervisory employees may supervise three or more subordinate employees. If student, responsibilities may include research and analysis of information and making recommendations.

### **Level of Supervision**

Requires no direct supervision except for infrequent occasions involving the most complex situations.

### **Requirements**

Requires advanced technical training or prior professional experience.

### **Position Examples**

Lab Assistant Supervisor, Clerical Supervisor, Programmer.