

**Western Connecticut State University Compensation  
Wage Guideline for University Assistants - FY 2004**

**CATEGORY**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Level:</b>	<b>Sub-Professional</b>	<b>Para-Professional</b>	<b>Administrative</b>	<b>High Level Administrative and Technical</b>	<b>Professional or Specialized Skills</b>
<b>Starting Hourly Rate:</b>	\$8.00	\$10.00	\$14.00	\$18.00	\$25.00
<b>Maximum Hourly Rate:</b>	\$13.00	\$20.00	\$25.00	\$30.00	
<b>Criteria</b>	Generally unskilled or low skilled manual helper. Little prior experience is required. Minimal training is necessary to have worker performed needed tasks	Generally requires some basic skills in accounting, library services, graphic art, public safety, entry-level technology, etc. Some knowledge of office operations are required. Has basic experience with technology.	Directly assists Director or Dept. head with general administrative duties. Degree almost always required. Able to perform assignment with limited supervision. Usually possesses some computer/technical expertise.	Similar to "C", but also requires advanced computer and/or technical expertise. Able to work independently. Able to serve in a quasi-supervisory function and provide instruction to other workers in the unit.	Generally requires advanced degree or very specialized skills or training. Advanced degree (Master's) is generally required to perform the assigned tasks. Able to serve in a supervisory capacity. Independent employee able to undertake assignments without continual direction.

***NOTE: University Assistants may not earn more than \$24,000 per fiscal year. Hours may not exceed 19 per week, averaged over term of employment.***