FWS Basic Wage Structure and Levels
Each level has a specific classification criterion.

LEVEL I - $12.00/hour (Minimum Wage)

Level I positions are those paid at minimum wage or at entry level rate. Duties for positions paid at minimum wage include tasks that are manual and/or repetitive in nature. Duties for positions paid at entry level are typically general in nature; skills and knowledge can be learned on the job; and duties are assigned or specified by the supervisor

Working Title Level: FWS Student Office Assistant

Sample Duties:
- Providing support with the day-to-day operations of the department.
- Scheduling office appointments.
- Answering and re-directing phone calls.
- Providing support with basic office functions.
- Filing, sorting mail, running errands.

LEVEL II - $13.00/hour

Level II positions are moderately complex. Duties include tasks that require experience directly related to the job function, e.g. knowing specialized software programs (Access, PageMaker), demonstrating strong data entry skills, and independent decision making on routine tasks. Candidate possesses knowledge of relevant information in supervisor's absence and needs only general instruction from supervisor on new assignments. Additionally, duties will include providing staff and faculty with support in the use of office/department equipment; identifying and utilizing resources available throughout the university.

Working Title Level: FWS Student Office Associate

Sample Duties:
- Providing support with the day-to-day operations of the department.
- Front desk coverage.
- Answering and resolving phone inquiries and re-directing calls.
- Data entry.
- Performing basic software program operations.
- PantherSoft transactions.

LEVEL III - $14.00/hour

Level III positions are highly complex and may require specialized certification, training and/or skills typically expected of an undergraduate student. Candidate possesses problem-solving skills needed to complete tasks or to solve situations that may arise; minimal supervision is needed on most tasks.

Working Title: FWS Student Program Assistant

- **Sample Duties:**
  - Initiating projects appropriate to the job and seeing through to completion.
  - Working with specialized software programs; troubleshooting hardware/software problems
  - Providing support to staff and faculty with the functional operations of the department with minimal supervision.
  - Performing technical and complex tasks after initial instruction from supervisor.

LEVEL IV - $15.00/hour

Level IV positions require specialized and technical skills and advanced proficiency with Microsoft Office Suites and/or advanced programming skills. Candidate possesses independent judgment in decisions with high accountability and confidentiality; minimal supervision is required to perform duties of job.

Working Title: FWS Student Program Associate

LEVEL V - $20.00/hour

Level V positions require specialized and technical skills with expert proficiency in Microsoft Office Suites and/or advanced programming skills. Candidate possesses autonomy in most decisions for a program with high accountability and confidentiality; no supervision is required and may supervise other student employees. Has the ability to perform duties of job in the event of extended absence of a supervisor.

Working Title: FWS Student Program Coordinator