



Kenyon College

Kenyon College Student Employment

Job Classification Guide for Student Wage Levels – Updated April 2016

Pay grades for student positions were determined jointly by the Student Employment Task Force (now disbanded) and the corresponding departments. For student jobs added after the initial job classification process, pay grades will be determined jointly by the Student Employment Office and the departments, following precedents established by the Student Employment Task Force.

Position Evaluation Guideline for Tasks Required – (Job characteristics and factors used to determine position grade levels):

- Independent Decision-making
- Previous Experience
- Special Skills, Training and Education
- Management (People, Facilities, Property, or Programs)

Grade Level I - Pay Rate: \$8.10*/hour or (*Highest prevailing minimum state or federal wage)

Positions require little to no previous experience, education, special skills or training. Employees are highly-supervised. Positions require little independent decision-making, and may require handling minimal amounts of money. Tasks may include some physical labor, customer service, answering and transferring telephone calls, faxing, copying, making deliveries, data entry, filing, scheduling, light cleaning, tour guiding, desk/room monitoring, gardening, dining hall assistance, scorekeeping, and assistance with special projects and events.

Grade Level II – Pay Rate: \$9.24*/hour (*Increases each January by the rate of inflation)

These positions may require some related experience, education, training or special skills. Some completed course work, a strong academic standing, and special certification in the designated areas may also be required. Employees are moderately-supervised, and they may participate in independent decision-making. Employees may be responsible for other people or equipment, and some physical labor and customer service may be required. Types of duties may include supervised instructional activities, technology assistance, athletic program assistance, interviewing, and editing.

Grade Level III – Pay Rate: \$10.41*/hour (*Increases each January by the rate of inflation)

Positions require a high level of special skills, training, independence, and responsibility for other people, property, facilities and projects. Little supervision is required, and employees generally work independently. Many of the positions in this level require the completion of specific coursework, a strong academic standing and a faculty/staff referral. Types of duties may include system administration, management of programs, people, or facilities and significant independent work and responsibility.