# Temple University Student Pay Guidelines – *July 2015*

| Suggested Range* | Type | Capsule Role Inventory |
|---|---|---|
| **$7.25 Min To $12.00 Max** | **SW1** <br><br> **General Clerical Support** | Provide routine support to a department or function.  Responsibilities are typically repetitive in nature and may entail office functions, such as: filing, mail delivery, data entry, greeting visitors, preparation of mailings; or entry level tasks of a department such as: grounds/facility maintenance, food service work.  Work is completed with close supervision. <br><br> Examples: Reception, General Clerk, Filing Clerk  Couriers, Data Entry, Mail Clerk, Food Service Worker, Housekeeping Asst. , Facilities / Maintenance Asst. |
| **$8.00 Min To $16.00 Max** | **SW2** <br><br> **Admin Technical Support** | Provide administrative or technical support to a department or function. Responsibilities may be routine or project oriented and may require basic knowledge of the field or discipline. (i.e., HR, IT, Finance, Student Services, Facilities, etc). May require some specialization or learning in the area.   Work is completed with supervision of progress and end results. <br><br> Examples:  Intern, Accounting  Asst. , Data Processor,  Accounting Clerk, Administrative  Asst., Payroll Clerk, Assistant-law research, Entry Computer  Lab Asst |
| **$12.00 Min To $21.00 Max** | **SW3** <br><br> **Research and Professional Support** | Provide entry level technical or professional support to a department or function. Responsibilities are project oriented and require prior knowledge of the field or discipline. Typically experience at this level is acquired through advanced course work in the final years of a matriculating undergraduate program. Work is completed with supervision of end results. <br><br> Examples: Programmer Analyst, Jr Accountant, Engineering Assistant, Systems Support Assistant, Science/Physical Science Asst.  BioTech Asst., Library Research Asst. |

*These guidelines are intended to provide schools and departments with a framework to maintain consistency in student pay.  Human Resources will continue to process student pay and is available to answer questions to distinguish levels as needed.   Actual rates are monitored by initiating departments and authorized based on local practice.

Consideration can be given to increasing a returning student's rate.  To increase a student's rate, process through EPAF (Electronic Personnel Action Form) if you have access or complete an Expense Distribution Change Form, secure signature of Level 1 or 2, and forward to hrpayrollb1@temple.edu.