



BOSTON COLLEGE
CHESTNUTHILL, MASSACHUSETTS 02467

OFFICE OF STUDENT SERVICES
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STUDENT JOB CLASSIFICATIONS AND WAGE STRUCTURE

This Student Job Classifications and Wage Structure applies to all hourly-paid student employees. The Student Wage Structure has been revised due to the Massachusetts minimum wage increase effective January 1, 2023. Student Job Titles are listed under Grades and corresponding Job Class Codes, and below each job title is a brief description of that job which may also include the requirements necessary to perform that job. To determine the applicable Grade and Job Class Code for a specific Job Title, review the list of titles and descriptions under each Grade. When you have selected the Job Title that matches your requirements, write the six-digit Job Class Code assigned to that specific Job Title on the Student Job Request form. Please be careful to assign the correct Job Class Code and correct Job Title from the listing.

Any office or agency requesting the creation of a special job will be required to comply with the following procedures: the request must be made in writing to Student Employment explaining why the requested job class title cannot fit within one of the established Job Titles; a detailed job description must accompany your request describing the duties and responsibilities, skills and/or experience necessary to perform the job; and, include the requested hourly wage. Student Employment must approve any request before a special job title is created.

Listed below are the wage guidelines. Employers are expected to adhere to these guidelines.

- The Massachusetts Minimum Wage increased to \$15.00 per hour effective January 1, 2023.
- **This Student Job Classification and Wage Structure is valid from January 1 to May 20, 2023.**
- Students may be offered a wage within the range in which the job title is assigned. It is expected that students with no experience will be hired at the Minimum in that specific Grade. Students may not be offered a wage that exceeds the Maximum rate for that Grade.

STUDENT WAGE STRUCTURE

<u>GRADE</u>	<u>JOB CLASS CODE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
B	920200	15.00	17.00
C	920300	15.00	17.00
D	920400	15.00	17.00
E	920500	15.00	17.00
F	920600	15.00	22.50

Grade B – Job Class Code 920200

Accounting Aide

Perform accounting/record keeping functions.

Administrative Assistant

Assist with general office duties; computer use; may assist with training and/or supervisory duties.

Audio Visual Assistant

Assist with various AV activities; set-up, deliver, operate equipment; provide scheduling assistance.

Computer Operator

Assist with the monitoring of CPU's , user tape jobs and printers.

Data Entry Operator/Word Processor

Enter data and/or word document information; transcribe, proofread, correct documents.

Health Services Aide

Assist with programs in health/lifestyle education; assist with various health services duties.

Library Assistant

Assist patrons; provide information; search, retrieve, shelve, and/or process books and materials.

Museum Aide/Guide

Assist visitors; provide information; assist curator or staff with exhibit installation.

Recreation Aide

Assist with recreation programs.

Science Lab Assistant

Prepare experiments; lab maintenance duties.

Store Aide

Assist customers; process sales; stock items.

Theater Arts Assistant

Provide assistance in building and painting scenery; other workshop duties as assigned.

Tutor

Assist students with coursework, test preparation, study skills.

Undergraduate Research Assistant

Conduct research; collect, analysis data; report findings.

Grade C – Job Class Code 920300

Accounting Analyst

Assist with preparation of various financial reports; perform fiscal analysis and audit preparation.

Audio Visual Specialist

Operate equipment; program production; supervise operation of studio and facilities; drive van; delivery/set-up equipment.

Childcare Assistant

Assist with the teaching and custodial care of preschool children.

Computer Operator II

Provide EDP support functions; analysis and interpretation of data.

Counseling Assistant

Provide guidance and performance monitoring.

Driver

Safely transport passengers to/from events or sites. Must have a valid US driver's license and good driving record.

Instructional Assistant

Small group tutoring with limited supervision and guidance. Prior experience required.

Library Assistant II

Work with minimal supervision; assist on special or more difficult projects. Requires minimum 1 year library employment experience.

Lifeguard

Ensure safe swimming conditions; enforce rules. Requires life saving/CPR certifications.

Microcomputer Operator

Work with various software applications. Experience required.

Recreation Aide II

Develop and/or coordinate programs; coach; instruct classes; may include administrative or assisting with supervisory duties.

Science Lab Assistant II

Handle experiments; may use hazardous chemicals; requires two years of experience, and familiarity with formulas, lab techniques and safety policies.

Technician

Provide general technical assistance; conduct inspections; attention to details required.

Grade D - Job Class Code 920400**Audio Visual Media/Print Specialist**

Design, layout brochures, newsletters, slides, overheads; multi-image slide show production; location photography; training; computer slide production; color printing.

Accounting Analyst II

Assist with more complex financial analysis and audit preparation. Requires computer skills; demonstrated financial and/or analytical skills; and an understanding of financial analysis techniques.

Computer Operator III

In addition to providing EDP support, will also schedule and supervise other student employees.

Computer User Assistant

Assist users with software/hardware problems on different platforms: Mac, PC.

Instructional Assistant II

Small group tutoring, but also diagnose needs and develop tutorial plans. Prior experience required, and a graduate student.

Library Assistant III

Work with minimal supervision; open or close a department, or have sole responsibility at certain times, other duties as assigned. Minimum of two years of library employment experience required.

Library Reference Assistant

Assist patrons in locating documents, reference materials, and periodical information.

Paralegal Assistant

Conduct legal research involving compliance/regulations.

Payroll Assistant

Perform a variety of duties including the preparation and processing of payrolls and employment records. Provide customer assistance, and other duties as assigned. Accuracy and attention to detail are essential.

Program Assistant

Assist department with high-level projects and administrative functions. Relevant experience is required.

Recreation Specialist

Provide swimming instruction, advanced level aerobic or exercise classes, or other specific athletic activities requiring additional/advanced levels of certification.

Special Education Aide

Assist individuals with disabilities.

Student Supervisor

Supervise a minimum of three student employees, as well as other duties as assigned.

Technician II

Provide specific technical assistance, working with machines, microcomputers, or hazardous chemicals; may assist with data/video/voice set-up and repairs.; may require an ability to read technical drawings.

Telemarketer

Request gifts from various segments via phone calling. Requires excellent communication skills.

Grade E – Job Class Code 920500

Accounting Analyst III

Work on special or more difficult projects/assignments, and work with minimal supervision. Requires strong financial and/or analytical skills, as well as computer skills and familiarity with LANS.

Data Analyst I

Collect, process, and report on data clearly and concisely. Required attention to detail; knowledge of the market or subject about which data are being collected and analyzed.

Graduate Research Assistant

Conduct independent research; data analysis; conduct interviews; write reports.

Instructional Assistant III

Provide individual/small group tutoring as needed. Develop and lead workshops; train tutors and instructional assistants. Must be a graduate student.

Legal Intern

Prepare legal briefs; conduct legal research; work on projects/assignments.

Programmer

Write and execute computer programs.

Senior User Assistant

Assist users with software/hardware problems and support on various platforms. Certification is required.

Social Service Intern/Caseworker

Planners/caseworkers. Restricted to students enrolled in the Graduate School of Social Work.

Telemarketing Supervisor

Train and monitor telemarketers, as well as request gifts from various segments. Requires proven telemarketing experience.

Grade F – Job Class Code 920600

Athletics Recreation Specialist

Provide advanced athletic, recreational instruction with minimal supervision. See hiring department for specific duties and certification requirements.

Classroom Monitor

Responsible for providing classroom supervision of students participating in online learning on campus. Ensure safety precautions are being followed; enforce behavioral rules. Restricted to senior undergraduates or graduate students.

Computer Support/Analyst

Maintain databases; develop PC applications; provide analyses, reports/summaries. Experience required using different applications and platforms.

Graduate Assistant to the Director

Conduct research, statistical analysis; assist with special projects and administrative duties.

Graduate Research Associate

Perform qualitative research using advanced statistical analysis. Duties also may involve table formatting and editing, transcription, as well as research paper editing.

Head Lifeguard

Supervise base lifeguards and scheduling, and provide training to other lifeguards. Experience required.

Health/Fitness Education Coordinator

Assist with health and/or fitness education, promotion activities. Attention to detail, and strong organizational skills required.

Instructional Coordinator

Coordinate assistants' schedules and programs to ensure coverage that meets students needs. May also participate in individual and/or group instruction, and perform other administrative duties. Restricted to a graduate student with prior exp.

Lab Manager

Manages the daily operation and functionality of the lab, ensuring student staff coverage as well as providing direction and communication to students; ensures availability of equipment and/or supplies; reports any problems and recommendations.

Legal Intern II

Prepare legal briefs conducting advanced legal research; project or assignment responsibilities with minimal supervision.

Museum Curatorial Assistant

Graduate student providing skills and experience related to museum exhibit(s).

Program Associate

Provide a wide range of high-level technical, managerial, and administrative tasks in an office or project-based environment. Experience required.

Senior Data Analyst

Experienced data analyst to perform more advanced analyses as required. Proficient with applicable reporting development environment -Cognos, SQL, and desktop software. Excellent analytical, communication, time management skills. Other duties as assigned.

Support Services Manager

Provide administrative, technical, and/or care-giving support for a department or facility.

Web Specialist

Involved with the design, maintenance, updates and/or upgrades of websites.