

2020-2021

## Student Employment Job Request Instructions

The Job Request Form notifies Student Employment of the position and the student who will be performing in a position. The form also identifies the manager and contact persons for the position, and the student's contact information.



## EK Z STUDENT EMPLOYMENT JOB CATEGORIES (Effective 2021)

LEVELS	DESCRIPTION	EXAMPLES OF ASSIGNMENT	RATES OF PAY
Student Aide I	Performs a variety of unskilled clerical &/ manual duties for a specific work area. Work is performed under close supervision. Work is assigned and student receives detailed instruction. No experience at all is required. Job details are learned from supervisor or classified staff members	Food Services worker, area attendant, laborer, ticket taker, usher, locker room attendant, general clerk, Copy Room Attendant, mail distributor, Art gallery attendant, file clerk, Lab Aide, Instructional Aide, DSPS Aide, Student Clerk, IMC Aide, Journalism Aide, Circulation Aide, Library Aide, Student Ambassador, Health program Aide, Recital Assistant, Athletic Field Aide, Sports Program Aide, College Police Aides, lifeguard I	\$10.00 to \$12.00 per hour
Student Aide II	Performs a variety of clerical &/or manual related duties that are usually semi-skilled in nature and may require only limited skill, training or experience. Learns role on the job. Requires basic knowledge of administrative activities and procedures within work area. Exchanges information with co-workers, staff within the District and the community. May require completion of certain courses to qualify.	Classroom Aide, Public Safety Program Aide, Tutor, Museum Aide, Stage Hands, Middle School Liaisons, Outreach Aides, Student Role Players for special programs, Clerical Assistants, College Police Assistants, Lifeguard II	\$10.00 to \$10.75 per hour
Student Aide III	Performs a variety of skilled duties in support of administrative and academic projects. Performs clerical and manual duties that require some specialized skill level. Typically requires some experience related to the assignment or special education in the area of assignment. Requires knowledge of the District/College programs and services	Study Group Leader, Educational Assistant, Sports Program Coordinator, Specialized Tutors, group tutors, Computer Aides, light and sound technicians, Computer Network Assistants, Sports officials, Child program Aides, Automotive Assistants	\$10.00 to \$10.75 per hour
Student Aide IV	Performs a variety of duties requiring advanced knowledge of subject in support of administrative or academic projects or functions. Requires knowledge of how program/work unit function and fit into the District or College programs. Gathers, integrates and interprets information.	Media Center delivery assistants, Special Student Program Assistant (Puente, Ujima), Lab Specialist, Stem Mentors, advanced tutors	\$10.00 to \$10.75 per hour
Student Aide V	Performs a variety of complex duties in support of administrative		

# STUDENT EMPLOYMENT AUTHORIZED SIGNATURE FORM

In an effort to assure that paperwork is signed by authorized persons in your department/site, please complete this form and return it to the Student Employment Office (SEO). If more than one designee is needed for the same department/site please complete a change of authorized signature form to add a signature to your department/site file

If you have any questions or concerns, you may contact 0 H J D Q 0 F 'a R (5 D) O G .

Academic Year

\_\_\_\_\_  
Name of Department/Site

\_\_\_\_\_  
Date of Authorization

\*\*\*\*\*  
Designated Authorization

The following person is authorized to approve and sign paperwork on a regular basis

\_\_\_\_\_  
Name of Designee

(Please type)

\_\_\_\_\_  
Signature of Designee

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Temporary/Emergency Authorization

In the event of an emergency and the above designee and the approval signer are not available for signature, the following person is authorized to approve and sign paperwork as an alternate