



Guidelines on Student Worker Classifications and Pay

Effective July 1, 2022

I. Purpose & Summary

The purpose of these guidelines is to assist departments determine the appropriate classification and rate of pay for student workers.

II. Scope

These guidelines apply to all students who are authorized to work on campus. Student employment is available to any student who is authorized to work in the United States and enrolled for at least 6 credit hours in the semester.

III. Guidelines

Job Classifications

Departments are responsible for identifying the Student Worker Group for each student worker position. All students within the same area and type of position should receive the same adjustment (i.e., these wage adjustments are based on the type of work performed/job classification, not the individual).

Federal Work-Study (FWS) eligible students are also placed in these Student Group classifications.

The job classifications set forth below are recommended and are based on factors such as correlating job responsibilities, the degree of supervision needed, the level of skill or expertise needed, and the level of complexity of the work being performed. The longer a student worker remains in a position, it is possible that they will be trusted with increasingly complex work. As their jobs evolves, their classification can be reconsidered by their supervisor whenever appropriate.

Specialized training, certifications, or pre-employment background checks may be required based on the duties of the position.

Student Group A: Most undergraduate and graduate student workers will be hired into Student Group A. Experience required for these positions can range from little or no previous training or work experience to one to two years of college or one to two years of comparable experience, preferably in a specific area of study.

Student Group A work is performed under close to general supervision. Licensing or certification by a state agency—other than a driver’s license—is not typically required for Student Group A jobs.

This category may not be used for students performing research or instructional duties normally associated with work like a research assistant/associate; teaching assistant; graduate assistant.

This category is not appropriate for student workers who are expected to train other student workers and/or perform significant supervisory duties.

Student Group B: Positions require advanced skills or ability, extensive training or experience and advanced knowledge. In most cases, Group B positions are upper undergraduate or master’s level, or three to four years of comparable experience.

Student Group B work is performed under general direction and supervision. Licensing or certification by a state agency may be required.

This category may not be used for students performing research or instructional duties normally associated with work like a research assistant/associate; teaching assistant; graduate assistant.

This category is appropriate for student workers who are expected to train other student workers and/or perform significant supervisory duties.

Student Group C: Student Group C is the highest level of student position reserved for positions performing research or instructional duties normally associated with work like a research assistant/associate; teaching assistant; graduate assistant.

Student Group C work requires considerable knowledge of a discipline; and entails exercising independent judgment and decision making in the development of new procedures, techniques, systems, or equipment. Licensing or certification by a state agency may be required.

Other Student Employment Classifications

Most student employment jobs on campus are paid per hour. However, there are some roles that students work in that do not. These jobs are paid on a “per event” or “per month,” or they may receive compensation through room and board. Both are briefly outlined below. These job types are excluded from the compensation classification.

Event Pay: Some opportunities for students are paid per event or per month, such as Student Body Government officers or Pep Band for basketball events. The ranges for each payment are determined by the departments and approved by Human Resources and may align with student fees.

Student Residence Hall Assistants: Student Residence Hall Assistants (commonly referred to as an “RA”) reside in a Drake residence hall where they work with other residence hall staff to promote a socially, culturally, and educationally enriching experience for students living in residence halls. Student Residence Hall Assistants have room and board expenses covered, rather than receive hourly pay, as compensation for the work they perform. Contact [Residence Life](#) for more information.

Departments are responsible for determining which Student Group applies for each of their student worker positions, subject to periodic review by Human Resources to ensure internal equity. Within the descriptions provided above, there is reasonable discretion for assigning positions between Student Groups A and B. Drake HR will conduct periodic reviews to assure appropriate classifications have been assigned for Student Group A and B positions. Any request for a Student Group C position will require Drake HR review.

Departments are responsible for hiring student workers within their respective budgets. Any hours worked exceeding budgeted funds will require written approval from the Department’s President’s Council member.

IV. Compensation

Pay Ranges: There are three pay ranges for student workers paid hourly, corresponding to Student Groups A, B, and C. The pay rate for a student worker must be at least the minimum of the pay range for the assigned Student Group classification and commensurate with duties performed. All student worker positions are subject to available funds.

Student Group	Pay Range
Student Group A	\$8.00 - \$10.00/hour
Student Group B	\$10.05 - \$13.50/hour*
Student Group C	\$15.00/hour

*This band is designed not to exceed the 25% range penetration for a Grade 7 staff position. As the staff scale moves up, this range could be increased accordingly.