

UW Parkside Policy

**Student Hiring - Compensation Policy**

The purpose of this policy is to provide guidance on classifying and compensating students. This policy is a supplement to the Student Hiring Handbook.

**Classification Categories**

**Administrative and Service Support**

Students who provide support to an office or department and includes general office management, answering phones, speaking with customers, assisting manager, clerical work and a variety of other administrative tasks. They may also be in charge of sending and receiving correspondence, as well as greeting customers. Requires students to have skills and competency in the area of customer service, Microsoft Office 365, and meeting software. This category also includes students who provide support to service areas, such as custodial/grounds, and other non-administrative, professional, or technical support.

**Professional Support**

Students work to support a program or function. They may provide specialized support or skills to a program or function which includes the task of educating, training, guiding, and directing customers. Must have the ability to manage software programs. This category includes Student Center Campus Concierge and website/social media support.

**Technical Support**

Students work to provide technical assistance to technical users who require help with technical products or services. Requires students to have technical acumen and the ability to provide resolve technical issues of customers, including platform and software support.

**Student Manager**

Students who provide managerial support to a function or department. Requires ability to problem solve, supervise, and understand risk management. Must be able to work independently. May guide and direct the work of another student.

**Relevant Policies:**

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/employment-of-student-help/>

**Addendum A**

**Salary Schedule**

<b>*Student Salary Schedule (Does not include Graduate Assistants)</b>			
<b>Job Classification (see policy for descriptions)</b>	<b>Entry (0-1 Year)</b>	<b>Intermediate (2-3 Years)</b>	<b>Advanced (4+ Years)</b>
Administrative and Support Services	\$11.00	\$11.50	\$12.50
Professional Support	\$12.00	\$12.50	\$13.50
Technical Support	\$14.00	\$14.50	\$15.50
Student Manager	\$15.00	\$15.50	\$16.50

**\*Note: Grant salary requirements will over-ride the compensation policy/salary schedule.**