

PART TIME WAGE SCALES:

College Work Study \$7.50 - \$8 per hour

Clerical Assistant I \$7.50 - \$9.69 per hour

Duties are routine and repetitive in nature as detailed by supervisor's instructions. Duties may include receptionist tasks, filing, shelving books or stocking shelves, typing, scheduling, and handing out media equipment, providing customer service, and tutoring.

- Administrative Assistant I
- Receiving Clerk
- Fitness Center Receptionist
- Lab Assistant I
- Tutor /UB Instructor I
- Library Assistant I

Service Assistant I \$7.50 - \$9.69 per hour

Duties involve unskilled labor tasks that are routine and repetitive in nature. Minimal training is required to carry out assignments. Work is performed under supervision.

- Media Assistant
- Custodian

Clerical Assistant II \$9.44 - \$13.46 per hour

Duties require exercising judgment under general supervision, as well as applying skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, typing, data entry, equipment operation and minor maintenance/repair of media materials and assisting faculty (academic departments) in preparing for classes/labs, or assisting students.

- Lab Assistant II
- Administrative Assistant II
- Cashier
- Help Desk Assistant I
- Library Assistant II
- Tutor II
- UB Instructor II

Service Assistant II \$9.44 - \$13.46 per hour

Duties involve semi-skilled labor that may require specialized training or licenses. Incumbents work under general supervision. Tasks of a specialized nature and moderate complexity may require incumbent to draw on experience and use judgment.

- Test Proctor
- Maintenance Assistant
- Welding Lab Technician

Technical Assistant \$10.29 - \$16.16 per hour

Duties are routine and repetitive and performed under supervision. Tasks include working with computers or other electronic equipment. Tasks include assisting with projects, operating computer systems, preparing materials for presentation for use in classes or laboratory sessions.

- Computer Technician
- Service Desk Technician
- Research Specialist
- Help Desk Assistant II
- Tutor III
- UB Instructor III
- Library Assistant III

Service Assistant III \$10.29 - \$16.16 per hour

Duties involve skilled labor that requires specialized training or licenses. Incumbents work under general supervision. Tasks of a specialized nature and moderate complexity require incumbent to draw on experience and use judgment.

- Security Officer
- Maintenance Specialist

Professional/Technical Specialist \$13.16 - \$25.85 per hour

Performs work that is predominantly original and creative in nature. Work is directly related to administrative, instructional/academic, or student support programs. Positions in this classification may require a degree or equivalent experience.

- Coach
- GED Test Examiner
- Librarian
- Grant Writer
- IT Specialist
- Tutor IV
- UB Instructor IV

Professional/Instructor \$16.24 - \$38.78 per hour

Work is directly related to administrative, instructional/academic, or student support programs.

- CE Instructor
- Part time Prof Tech
- Part time Administrative position
- Grant Writer
- UB Instructor V