

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T010	Laborer- Landscape	1	Temporary SHRA	\$10.00	Laborers typically assist landscaping services with planting flowers and plants as well as trimming grass and edging walks and driveways. Perform general grounds maintenance to include trash pick-up, new landscaping, irrigation installation, edging, pruning, mowing and general manicuring of all campus properties and lot maintenance. As a guide, the minimum requirement is graduation from grammar school with a preference for high school graduates with planning, mowing or landscape/labor experience.
T011	Facilities Tech Building Trades	1	Temporary SHRA	\$10.00	Perform work by applying methods and general procedures of the trade (carpentry, locksmith, painting, masonry). Utilizes techniques, tools, materials and/or equipment appropriate to trade. Some positions primarily perform trades work in a specialty area while others will perform tasks requiring specialized skills in multiple trades.
T012	Facilities Tech Mechanical Trades	1	Temporary SHRA	\$14.00	Performs skilled work in the mechanical trades (electric, HVAC, plumbing and welding). Utilizes techniques, tools, materials and/or equipment appropriate to trade. Some positions primarily perform trades work in a specialty area while others will perform tasks requiring specialized skills in multiple trades. Position may require posses and maintenance of required certification, licensure, education level or experience.
T020	Office Support I	1	Temporary SHRA	\$10.00	Work involves clerical assignments that are related to reception, public contact, word processing, spreadsheet, email, and other basic clerical skills. As a guide, minimum requirements are generally: graduation from high school, one year related experience, and demonstrated proficiency with generally accepted office software programs.
T030	Office Support II	1	Temporary SHRA	\$12.00	Work involves professional level clerical assignments that are related to reception, public contact, coordination of processes or programs, word processing, composition, spreadsheet, email, and other clerical skills. Work may require specialized knowledge of departmental programs or policies, travel reimbursements, and other UNCW specific procedures. As a guide, minimum requirements are generally: graduation from high school, two years related experience, and demonstrated ability with generally accepted office software programs. Work may require knowledge of UNCW policies and procedures or the ability apply policies and procedures to the work to be performed in the department.
T040	Office Support III	1	Temporary SHRA	\$15.00	Work involves advanced professional level clerical assignments that are related to reception, public contact, coordination of processes or programs, word processing, composition, spreadsheet, email, and other clerical skills. Work may require specialized knowledge of departmental programs or policies, travel reimbursements, and other UNCW specific procedures. As a guide, minimum requirements are generally: graduation from high school, two years related experience, and demonstrated ability with generally accepted office software programs. Work may require knowledge of UNCW policies and procedures or the ability apply policies and procedures to the work to be performed in the department.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T050	Program Associate I	1	Temporary SHRA	\$10.00	Work involves performing a wide variety of administrative program tasks that require program knowledge to apply unit guidelines and program services. Reports and projects are have limited number of steps, or limited analysis. Public contact involves assessing, interpreting, and problem resolution with limited authority to approve exceptions. May require special skills and/or related program experience or represent a lead worker role.
T060	Program Associate II	1	Temporary SHRA	\$12.00	Work involves Independently performing a wide variety of administrative program tasks that require program knowledge to apply unit guidelines and program services. Reports and projects are complex and include a large number of steps, independent research, or limited analysis. Public contact involves assessing, interpreting, and problem resolution with limited authority to approve exceptions. May require special skills and/or related program experience or represent a lead worker role.
T070	Library Assistant	1	Temporary SHRA	\$10.00	Performs a variety of duties in the library including circulation, cataloging, shelving and patron support. High School diploma and two years library experience.
T100	Housekeeper	1	Temporary SHRA	\$9.00	Housekeeping temporary work involves the cleaning and minor maintenance of an assigned area. Housekeeping temporaries clean dorms and offices, move furniture, and work with various cleaning chemicals. As a guide, the minimum requirement is graduation from grammar school with a preference for high school graduates with commercial cleaning/labor experience.
T101	Housekeeper Night Shift	1	Temporary SHRA	\$9.50	Housekeeping night shift temporary work involves the cleaning and minor maintenance of an assigned area. Housekeeping temporaries clean dorms and offices, move furniture, and work with various cleaning chemicals. As a guide, the minimum requirement is graduation from grammar school with a preference for high school graduates with commercial cleaning/labor experience.
T105	Parking Control Officer	1	Temporary SHRA	\$10.00	This position will enforce the campus parking rules and regulations by educating customers, issuing citations (either computer generated or hand-written), and applying/removing immobilized devices. Additional duties will include completing associated forms and reports regarding enforcement and maintenance issues. Lastly, positions will participate in regular maintenance of parking areas and signage. Some positions may be required to assist with parking at events, and collecting money from parking meters. The minimum training, certification, and experience: Valid/current driver's license and one year of working with the public is required.
T110	Property Guard I	1	Temporary SHRA	\$9.00	Entry Level Work involves protecting state property by securing premises and patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; and permitting entry. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers. Completes reports by recording observations, information, occurrences, and surveillance activities. As a guide, the minimum training, certification, and experience: driving experience, safe driving record, and appropriate North Carolina Driver's License for the weight and type of vehicle operated as required by the Department of Motor Vehicles.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T115	Property Guard II	1	Temporary SHRA	\$9.50	Intermediate Level Work involves protecting state property by securing premises and patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; and permitting entry. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers. Completes reports by recording observations, information, occurrences, and surveillance activities. As a guide, the minimum training, certification, and experience: driving experience, safe driving record, and appropriate North Carolina Driver's License for the weight and type of vehicle operated as required by the Department of Motor Vehicles.
T117	Security Officer- Back-up Shuttle driver	1	Temporary SHRA	\$12.00	Serve as a shuttle driver on a daily basis. Responsibilities are to possess a minimum of Class C Commercial NC Driver's License, have taken the UNCW Defensive driving course and had extensive knowledge of the equipment that they will be operating in order to perform daily safety checks.
T118	Primary Shuttle driver	1	Temporary SHRA	\$15.00	Serve as the primary shuttle driver on a daily basis. Responsibilities are to possess a minimum of Class C Commercial NC Driver's License, have taken the UNCW Defensive driving course and had extensive knowledge of the equipment that they will be operating in order to perform daily safety checks.
T120	Parking Control Officer II	1	Temporary SHRA	\$11.00	Experienced level position to enforce the campus parking rules and regulations y educating customers, issuing citations (either computer generated or hand-written), and applying/removing immobilized devices. Additional duties will include completing associated forms and reports regarding enforcement and maintenance issues. Lastly, positions will participate in regular maintenance of parking areas and signage. Some positions may be required to assist with parking at events, and collecting money from parking meters. The minimum training, certification, and experience: Valid/current driver's license and one year of working with the public is required.
T200	Research Aide	1	Temporary SHRA	\$8.00	Work typically involves preparation of media, reagents, and specimens in a research laboratory while utilizing specific guidelines or under close supervision. Work may also include handling, feeding, treating, and caring for animals used in connection with research projects. Requires general knowledge of laboratory techniques, equipment, terminology, and chemicals. As a guide, the minimum education and experience: graduation from high school.
T210	Research Tech I	1	Temporary SHRA	\$10.00	Work involves conducting experiments in a research laboratory which are mostly standardized physical, technical, or biological tests outlined by specific and standard guidelines. Very limited judgment involved in recording results. Analysis of results is usually the responsibility of higher- level technicians or Principle Investigator. May perform standardized mathematical calculations. As a guide, the minimum education and experience: high school and two years experience in laboratory work.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T220	Research Tech II	1	Temporary SHRA	\$11.50	Work involves conducting experiments in a research laboratory. Experiments are generally standardized physical, chemical, or biological in nature and performed according to established procedures. Work requires the exercise of independent judgment in planning methods, altering the physical aspects of the project setting, and applying suitable techniques and procedures based upon practical experience rather than scientific theory. May also include the preparation of written reports that indicate analyses performed and results obtained and make statistical calculations. As a guide, the minimum education and experience: generally high school and three years laboratory experience in the area of research assigned.
T230	Research Tech III	1	Temporary SHRA	\$12.50	Work involves conducting complex experiments according to previously adapted and outline procedures and techniques utilized in a specific research laboratory. Employees are responsible for planning methods and techniques of physical, chemical and biological test, carrying out procedures, recording results, and preliminary interpretation of results. Work includes the exercise of independent judgment, reading literature relating to possible procedures, and adapting/changing procedures to suit the experiment. Minimum education and experience: generally a BS degree preferable in the field of related to the research.
T231	Research Analyst	1	Temporary SHRA	\$13.00	Work typically involves developing general plans for experiments, reading literature relating to procedures, modifying and adapting procedures to suit the particular project objectives, carrying out the experiments, and recording and assisting in the interpretation of data. Work requires sufficient theoretical knowledge to enable employee to work effectively in the area of inquiry, independent judgment in planning and conducting details of the experiment, and evaluation and limited interpretation of results. Work may include the training and supervision of other technicians or students in performing the specific phases of experiments and is performed under the general supervision of a principal investigator who reviews work through periodic conferences and reports in terms of its contribution to the project objectives. As a guide, graduation from a four-year college or university with a major in a related science and three years of laboratory experience in the area of research assigned.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T232	Research Analyst II	1	Temporary SHRA	\$15.00	Work typically involves developing <u>specific</u> plans for experiments in the assigned laboratory and area of study, reading literature relating to procedures, modifying and adapting procedures to suit the particular project objectives. Carries out experiments independently, records and interprets data of experiments and procedures of self and others. Work requires sufficient theoretical knowledge to enable employee to work effectively in the area of inquiry, independent judgment in planning and conducting details of the experiment, and evaluation and limited interpretation of results. Work may include the training and supervision of other technicians or students in performing the specific phases of experiments and is performed under to general supervision of a principal investigator who reviews work through periodic conferences and reports in terms of its contribution to the project objectives. As a guide, graduation from a four-year college or university with a major in a related science and three years of laboratory experience in the area of research assigned. Work requires hands on experience in the specific area of work assigned.
T221	Librarian	1	Temporary SHRA	\$15.00	Performs professional librarian duties of providing general and specialized research assistance; developing and enhancing service models for the campus academic departments; developing subject specific information literacy instruction and performing specialized collection management, and liaison functions.
T233	Research Tech- Federal Contract	1	Temporary SHRA	\$10.10	Performs research tech work for a federal grant. Wages paid must meet federal guidelines.
T250	Computing Tech Support	1	Temporary SHRA	\$10.00	Entry level work involves assisting with providing computing and technical support to end users which may be related to a variety of areas. Employees generally work with higher level technicians to support hardware or software and may include desktop computers to servers and limited systems work. Software support may include installation, troubleshooting, or departmental website construction, maintenance, and support. As a guide, the minimum education and experience: generally graduation from high school and some computer experience.
T251	Computing Tech Support I	1	Temporary SHRA	\$11.00	Intermediate level work involves assisting with providing computing and technical support to end users which may be related to a variety of areas. Employees generally work with higher level technicians to support hardware or software and may include desktop computers to servers and limited systems work. The work may include software training, technical advice and support, LAN/server support, and troubleshooting. Software support may include installation, troubleshooting, or departmental website construction, maintenance, and support. As a guide, the minimum education and experience: generally graduation from high school and two years of related experience.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T252	Computer Tech Support II	1	Temporary SHRA	\$12.00	Additional experienced technician providing intermediate level work involves assisting with providing computing and technical support to end users which may be related to a variety of areas. Employees generally work with higher level technicians to support hardware or software and may include desktop computers to servers and limited systems work. The work may include software training, technical advice and support, LAN/server support, and troubleshooting. Software support may include installation, troubleshooting, or departmental website construction, maintenance, and support. As a guide, the minimum education and experience: generally graduation from high school and four years of related experience.
T253	Audiovisual Operator	1	Temporary SHRA	\$11.00	Provides audiovisual support for special and live events across campus including technical and personal support for sound reinforcement, video recording, image projection and lighting systems. The position will operate audio consoles, PA systems, video cameras, projectors and other AV equipment, loading, unloading transportation of equipment in university-owned vehicles. Must have knowledge of basic operation of audiovisual equipment and basic knowledge of computer systems, proficiency in Windows and/or OS/X, able to connect a computer/laptop to a projector and context to wireless networks. As a guide the minimum education and experience: High School, some higher education preferred and one year of experience in audiovisual industry a
T254	Computer Consultant	1	Temporary SHRA	\$16.00	Position assist in unboxing, setting up and installing new computers, software and hardware across campus following outlined procedures. Troubleshoot and provides other technical problem resolution related to desktop and laptop computers (Macs and PCs) as well as mobile devices and other peripherals such as printers. Assist with transferring files form one computer to another via network or direct connection. Provide installation support to a wide assortment of software applications, install computer peripheral and accompanying drivers, and configure software and user preference. Provide client support and insure clients are comparable with new setup and satisfied with work performed. As a guide the minimum requirements re two years of technical college with a major in Computer Sciences, Information Technology or related field and one year of information technology related work experience. Demonstrated technical knowledge in the area of desktop and laptop computer hardware, software (Mac and Windows) networking and audio-visual technologies.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T270	Theatre Technician I	1	Temporary SHRA	\$10.00	Entry level theatrical stage hand responsible for assisting with the assembling, disassembling and maintenance of stages during theater productions. Position requires familiarity with basic stage directions, terminology and theatrical equipment and materials and able to understand and follow oral and written instructions. Responsible for loading/unloading equipment, and assembling/disassembling required materials for trade. Specific duties may consist of assisting in theatrical theatre assignments in an area such as: operator in lighting (programming lighting cues as directed by lighting designer), or sound (serves as audio crew during live performances), or electrical (all non-design aspects of lighting, special effects and powering electrical items used), or properties (organizing props table, assure proper functioning of props and serves as run crew), or scenic fly-person (operates fly system from its locking rail), or carpentry (unload trucks, unpack boxes, load in scenery, repair/construct scenery). As a guide, minimum training and experience, knowledge, skills, and abilities for specific position.
T280	Theatre Technician II	1	Temporary SHRA	\$12.00	Journey level theatrical stage hand responsible for overseeing or assisting with the assembling, disassembling and maintenance of stages during theater productions. Position requires familiarity with stage directions, terminology and theatrical equipment and materials and able to understand and follow oral and written instructions. Specific duties may consist of assisting in theatrical theatre assignments in an area such as: operator in lighting (programming lighting cues as directed by lighting designer; ability to operated specialized light boards), or sound (all sound engineering during live performances; ability to perform all sound engineering and serve as head of audio crew), or electrical (all non-design aspects of lighting, special effects and powering electrical items used; master electrician which may include supervising other electricians), or properties (organizing props table, assure proper function of property, and serves as run crew), or scenic fly-person (operates fly system from its locking rail), or riggers (rig equipment for production including video, audio, lighting and scenery) or carpentry (unload trucks, unpack boxes, load in scenery, repair/construct scenery). As a guide, minimum training and experience, knowledge, skills, and abilities that are sufficient to demonstrate journey level aptitude.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T290	Theatre Technician III	1	Temporary SHRA	\$15.00	Advanced level theatrical stage hand responsible for assisting with the assembling, disassembling and maintenance of stages during theater productions. Position requires familiarity with basic stage directions, terminology and theatrical equipment and materials and able to understand and follow oral and written instructions. Specific duties may consist of assisting in theatrical theatre assignments in an area such as: operator in lighting (programming lighting cues as directed by lighting designer; ability to operated specialized light boards), or sound (all sound engineering during live performances; ability to perform all sound engineering and serve as head of audio crew), or electrical (all non-design aspects of lighting, special effects and powering electrical items used; master electrician which may include supervising other electricians), or properties (organizing props table, assure proper function of property, and serves as run crew), or scenic fly-person (operates fly system from its locking rail), or riggers (rig equipment for production including video, audio, lighting and scenery) or carpentry (unload trucks, unpack boxes, load in scenery, repair/construct scenery).As a guide, minimum training and experience: possess the knowledge, skills, and abilities that are sufficient to demonstrate advanced level aptitude.
T500	Dispatcher	1	Temporary SHRA	\$10.50	Dispatchers receive emergency messages reporting a variety of situations such as criminal acts, traffic accidents or illnesses and relay information to campus police officers, other law enforcement units and/or appropriate medical units identifying the problem and directing them to the appropriate destination. As a guide minimum education and training includes graduation from high school and sufficient experience to demonstrate an ability to work efficiently under pressure situations.
T501	Police Officer	1	Temporary SHRA	\$15.00	Law enforcement work at a University campus. With full powers of arrest, police officers enforce the laws of the State and the United States Government. Duties may range from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves patrolling an assigned area for response to complaints or calls and for detection of violations in the enforcement of State laws and applicable regulations. For police officers: certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment.
T600	Recreation Worker I	1	Temporary SHRA	\$8.00	Entry level recreation worker who designs and leads recreational and leisure activities for groups for recreation facilities. They may lead activities such sports, adventure programs, and camping.
T601	Recreation Worker II	1	Temporary SHRA	\$10.50	Experienced level recreation worker who designs and leads recreational and leisure activities for groups for recreation facilities. They may lead activities such sports, adventure programs, and camping.
T602	Camp Director	1	Temporary SHRA	\$15.00	Camp director will manage camp activities and providing instruction for campers, supervise staff and campers in classroom and in the field. Director will work in academic enrichment summer camp programs (exact age range and hours depends on program selected for).

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
T700	MarineQuest Bus Driver I	1	Temporary SHRA	\$10	Entry level position to operate a shuttle for camp participants between events and locations, as required. Must possess necessary licenses to drive assigned vehicle (Class C Commercial NC Driver's License) and have taken the UNCW Defensive driving course.
T701	MarineQuest Bus Driver II	1	Temporary SHRA	\$10.50	Experienced level position to operate a shuttle for camp participants between events and locations, as required. Must possess necessary licenses to drive assigned vehicle (Class C Commercial NC Driver's License) and have taken the UNCW Defensive driving course.
T702	Youth Program Camp I- Junior	1	Temporary SHRA	\$8.00	Base pay for rising junior college student. Camp Instructor/Counselors will work with youth providing instruction for campers, supervise campers in classroom, in field, and during lunch, provide first aid to campers, behavior management, and general clean up and maintenance of camp. Staff positions will work in academic enrichment summer camp programs (exact age range and hours depends on program selected for).
T703	Youth Program Camp II- Senior	1	Temporary SHRA	\$8.50	Base pay for rising senior college student. Camp Instructor/Counselors will work with youth providing instruction for campers, supervise campers in classroom, in field, and during lunch, provide first aid to campers, behavior management, and general clean up and maintenance of camp. Staff positions will work in academic enrichment summer camp programs (exact age range and hours depends on program selected for).
T705	Youth Program Camp IV - Undergraduate Degree	1	Temporary SHRA	\$9.50	Base pay for undergraduate degree. Camp Instructor/Counselors will work with youth providing instruction for campers, supervise campers in classroom, in field, and during lunch, provide first aid to campers, behavior management, and general clean up and maintenance of camp. Staff positions will work in academic enrichment summer camp programs (exact age range and hours depends on program selected for).
T706	Youth Program Camp V- Master's Program	1	Temporary SHRA	\$10.00	Base pay for master's program. Camp Instructor/Counselors will work with youth providing instruction for campers, supervise campers in classroom, in field, and during lunch, provide first aid to campers, behavior management, and general clean up and maintenance of camp. Staff positions will work in academic enrichment summer camp programs (exact age range and hours depends on program selected for).
T715	Lead Instructor – Youth Programs	1	Temporary SHRA	\$15.00	The Lead Instructor supervises the day to day operations of the summer program site, staff and children. The position requires experience working with children and youth, program leadership, curriculum knowledge.
T800	Tutor	1	Temporary EHRA	\$11.50	Work involves assisting students engage in academic activities and work to develop skills, clarify learning problems and/or study skills either one-on-one or in small groups.
T810	Counselor- Psychologist	1	Temporary EHRA	\$20.00	Work involves providing certified professional level psychological counseling for UNCW students. Counseling is focused on the issues regarding college-aged students who may be experiencing psychological problems ranging from eating disorders to issues related to sex, race, trauma, or stress. Position requires master's degree in counseling or student development and eligible as a certified counselor.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
TE01	Course Teaching	1	Temporary EHRA	Flat Rate	Teaches assigned courses to undergraduate and graduate students in specific discipline required for assigned school
TE03	Academic Advisor	1	Temporary EHRA	Flat Rate	Works with students assigned to the College. The advisor will provide meaningful academic advising, planning and support a caseload of students. The advisor will be expected to provide accurate, current curricular information to assist in short-term and long-term academic program planning and goal clarification. Academic advisors work together with their students to help promote personal development, discuss career and life goals while monitoring student academic progress.

Classification Code	Classification Title	Status	Position Type Name	Pay Rate	Description of Work
---------------------	----------------------	--------	-----------------------	----------	---------------------