

UNCW Federal Work Study Student Employment Position Classifications

Level	Examples of Skills	Eligibility Description	Position Examples
Level 1 Administrative \$8.00 - \$9.00/hour <i>(incremental increases are encouraged based on experience)</i>	Customer Service Word Processing Filing/Making copies Answering phones Data entry Distributing mail	Provides a variety of basic office coverage tasks that are routine. Operates with specific instructions or with limited independence within established frameworks.	Front Desk Clerk Office Assistant Mail Room Clerk Study Hall Monitor Work usually occurs in a UNCW campus office.
Level 2 Administrative (Advanced) \$8.50 - \$9.50/hour <i>(incremental increases are encouraged based on experience)</i>	Computer literacy Customer Service Inventory Preparing communication Social media mgmt. Inventory	Moderate independence that would require specific knowledge acquired prior to employment or specific on-the-job training and, as a result, would have limited discretion within specific work assignments. Assignments remain at the task level and are reviewed periodically throughout the task completion.	Library Assistant Social Media Manager Work usually occurs in a UNCW campus office.
Level 3 Administrative (Technical) \$9.00 - \$10.00/hour <i>(incremental increases are encouraged based on experience)</i>	Analyzing data Equipment setup Event planning Knowledge of cloud storage concepts Knowledge of learning strategies Supervision Video production Web development	Significant independence performing specialized tasks; coordinating a series of tasks or individuals in the performance of tasks. The job duties assigned to such positions involve several steps in a process with specific procedural and operational guidelines. Tasks specific to an academic discipline or sport.	Athletic Team Assistant Institutional Tutor Marketing Assistant Mentor Research Assistant Videographer Work may occur in a lab or athletic area.
Level 4 Technician \$10.00/hour	Supervision Web development	Substantial independence performing specialized tasks requiring independent knowledge, a definable skill, or management of functions or people. Such positions require previous experience directly related to the work unit where the student is assigned. Limited interpretation of information within specific parameters. Assignments are programmatic rather than task level, with little supervision required or given.	Exhibits Assistant Legislative Assistant Mentor Work may occur off campus in a public school, community agency or government office.

Note: This information is a guide for employers and is not all-inclusive.

Levels 5 through 7

Considerable independence performing very specialized tasks requiring independent knowledge, a definable skill, or management of functions or people. Such positions require previous experience directly related to the responsibilities that the student is assigned. Moderate interpretation of information within specific parameters is required. Assignments are programmatic rather than task level with little supervision required or given. Students in this classification are typically pursuing a graduate degree. Graduate students may be paid by the hour or may be paid a salary.