

**Azusa Pacific University
Student Employment Pay Scale
Effective as of January 1, 2024**

LEVEL I (\$16.00 -- \$16.75)

Step 1	Step 2	Step 3	Step 4
\$16.00	\$16.25	\$16.50	\$16.75

Most student employee positions will fall in this Level I category. These positions include all regular office and/or customer service positions requiring basic skill normally attained through on-the-job training. Responsibilities may require the application of organizational or technical knowledge. Examples of positions include desk reception, answering phones, filing, data entry, greeting customers and/or students, and assisting with department events and/or facilities. Positions that require significant physical work will also be in this category, including landscaping, custodial, and food service positions.

LEVEL II (\$17.00 -- \$17.75)

Step 1	Step 2	Step 3	Step 4
\$17.00	\$17.25	\$17.50	\$17.75

These positions are more advanced positions that require additional skills, knowledge, and/or work experience. They have responsibilities above and beyond entry-level positions and may require performance of complex tasks. There is some independent judgment and decision-making required, which may include playing a lead role among other student employees.

LEVEL III (\$18.00 -- \$18.75)

Step 1	Step 2	Step 3	Step 4
\$18.00	\$18.25	\$18.50	\$18.75

These positions are rare and typically require advanced skills and/or work experience. They usually require performance of complex tasks and/or analysis using various technical tools. They also require independent judgment and decision making and extensive education and/or training. They may also require playing a lead role among other student employees. It is expected that these roles will primarily be filled by graduate students.

LEVEL IV (\$19.00 -- \$21.00)

Step 1	Step 2	Step 3	Step 4
\$19.00	\$20.00	\$21.00	HR Approval

These specialized positions are reserved for masters or doctoral students and require special certifications and/or highly specialized skills. They require independent judgment and

decision-making and taking responsibility for a program or project with minimal supervision. Examples of positions include Teaching Assistants and Research Assistants. Hiring positions in Level IV requires approval of the area Dean or Vice President, in addition to the Office of Student Employment.