Student Animal/Veterinary Assistant I

Performs a wide range of clinical support to academic or administrative units requiring knowledge of department functions. Maintains departmental records and/or accounts and prepares source reports. Performs billings, receives money, makes change, and accounts for funds received for customer purchases. Assists in maintaining records and accounts.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Animal/Veterinary Assistant II

Performs routine clerical support to academic or administrative units. Operates computers and uses/maintains software applications; maintains equipment; and designs, analyzes and authors computer programs. Assists in proctoring and grading tests; and distributes instructional material. Reproduces graphic artwork and text copy using computer/graphics to design and update web pages. Operates television equipment for live and videotaped productions; assists in television production such as staging, lighting, camera operation, audio control, switching and directing. Requires knowledge of appropriate computer applications related to the area of employment.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Animal/Veterinary Assistant III

Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Animal/Veterinary Assistant IV

Performs duties related to general care of hospitalized animals and assists in the emergency care of animals. Performs related maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics/Recreation Assitant I

Assists with athletic areas to include public skating, open hockey, racquetball courts, weight rooms, exercise fitness areas, basketball and volleyball gymnasiums, and running tracks. Provides assistance at intercollegiate athletic events, such as ball shagging, operating clocks/scoreboards, and ticket sales/collection. Works at summer sport camps in a general capacity which may include instructing, demonstrating, officiating and checking on camps. Performs related maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics/Recreation Assitant II

Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics/Recreation Assitant III

Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics/Recreation Assitant IV

Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics/Recreation Assitant PP

Performs duties related to general care of hospitalized animals and assists in the emergency care of animals. Performs related maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics Recreation Lead

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics Recreation Lead I

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics Recreation Lead II

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics Recreation Lead III

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics Recreation Lead IV

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics Recreation Lead PP

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02

Student Athletics/Recreation Lead

Performs the duties of a Student Athlete/Recreation Assistant. Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Performs custodial, maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas. Cuts, Waters and maintains golf course greens, fairways, roughs, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.

Pay Grade: 1
Pay Minimum: 9.25
Pay Maximum: 12.02
<table>
<thead>
<tr>
<th>EBS Object Abbreviation</th>
<th>EBS Object Name</th>
<th>Job Description</th>
<th>Pay Grade</th>
<th>Pay Minimum</th>
<th>Pay Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000250</td>
<td>Student Lead Worker II</td>
<td>Functions as Lead Team Member for a team of student employees. Serves as a lead worker over student employees in a level I classification. May be responsible for multiple areas at one time. Responsibilities include providing direction, planning daily tasks, inspecting assigned work, transporting staff to work sites, and training student employees. Performs hands-on work related to the area of employment.</td>
<td>3</td>
<td>14.83</td>
<td>24.72</td>
</tr>
<tr>
<td>0000260</td>
<td>Student Library Assistant I</td>
<td>Performs a variety of routine library and clerical tasks under close supervision. Shelves and shifts library materials; assembles shelving units; performs shelf-reading; and cleans shelves. Maintains records and statistics of materials withdrawn, returned, and repaired. Uses microforms and prepares microform and photographic materials. Assists in the preparation, repairing, and maintaining of library equipment. Prepares reports on the use of computerized and ILS-BOM databases. Transports library materials using a University vehicle.</td>
<td>9.25</td>
<td>9.25</td>
<td>14.12</td>
</tr>
<tr>
<td>0000270</td>
<td>Student Library Assistant II</td>
<td>Performs complete library problems-solving and tasks of a more specialized and responsible nature under close supervision and with permission to make routine decisions. Answers questions related to the collection of library users. Provides advanced library services base search, cataloging/bibliographic data entry and maintenance. Compiles letters, assists with reports and budgets, and handles orders. Assists with website; application interface; and database design, development, programming, and maintenance. Assists with computer training sessions. Provides reference services in the absence of a librarian. Selects and edits materials for bibliographic instruction classes; and compiles bibliographies. Trains and supervises other student employees.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000280</td>
<td>Student Maintenance Assistant I</td>
<td>Performs routine semi-skilled maintenance and repair work in areas of carpentry, painting, plumbing, heating, lighting and general mechanics to buildings and facilities. Dispenses automotive fuel, fuel filters, filters, washers, washers, and other items and parts of vehicles. Must possess a valid driver's license.</td>
<td>9.25</td>
<td>9.25</td>
<td>14.12</td>
</tr>
<tr>
<td>0000300</td>
<td>Student Media/Comm Assistant I</td>
<td>Assists in the preparation of broadcast material, including news, public affairs, or music programs by preparing network audio files. Contacts police and fire departments to gather facts for news stories. Announces programs on the air. Assists in the set up and operation of various audio visual equipment. Assists and performs preventative maintenance on equipment. Maintains records on equipment usage.</td>
<td>9.25</td>
<td>9.25</td>
<td>14.12</td>
</tr>
<tr>
<td>0000320</td>
<td>Student Media/Comm Assistant II</td>
<td>Assists in the preparation of broadcast material, including news, public affairs, or music programs by preparing network audio files. Contacts police and fire departments to gather facts for news stories. Announces programs on the air. Assists in the set up and operation of various audio visual equipment. Assists and performs preventative maintenance on equipment. Maintains records on equipment usage.</td>
<td>14.83</td>
<td>14.83</td>
<td>24.72</td>
</tr>
<tr>
<td>0000330</td>
<td>Student Library Assistant IV</td>
<td>Performs security measures through surveillance and active attention to store customers. Prepares reports, assists with routine separations, and manages records as related to record keeping. Functions as Lead Team Member for a team of student employees. Serves as a lead worker over student employees in a level I classification. May be responsible for multiple areas at one time. Responsibilities include providing direction, planning daily tasks, inspecting assigned work, transporting staff to work sites, and training student employees. Performs hands-on work related to the area of employment.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000340</td>
<td>Student Research Assistant I</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000350</td>
<td>Student Research Assistant II</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>14.83</td>
<td>14.83</td>
<td>24.72</td>
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<tr>
<td>0000360</td>
<td>Student Maintenance Assistant IV</td>
<td>Assists in the preparation of broadcast material, including news, public affairs, or music programs by preparing network audio files. Contacts police and fire departments to gather facts for news stories. Announces programs on the air. Assists in the set up and operation of various audio visual equipment. Assists and performs preventative maintenance on equipment. Maintains records on equipment usage.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000370</td>
<td>Student Research Assistant IV</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000380</td>
<td>Student Research Assistant V</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>14.83</td>
<td>14.83</td>
<td>24.72</td>
</tr>
<tr>
<td>0000390</td>
<td>Student Technical Assistant I</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000395</td>
<td>Student Technical Assistant II</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000400</td>
<td>Student Safety/Security Assistant I</td>
<td>Performs security measures through surveillance and active attention to store customers. Prepares reports, assists with routine separations, and manages records as related to record keeping. Functions as Lead Team Member for a team of student employees. Serves as a lead worker over student employees in a level I classification. May be responsible for multiple areas at one time. Responsibilities include providing direction, planning daily tasks, inspecting assigned work, transporting staff to work sites, and training student employees. Performs hands-on work related to the area of employment.</td>
<td>9.25</td>
<td>9.25</td>
<td>14.12</td>
</tr>
<tr>
<td>0000410</td>
<td>Student Safety/Security Assistant II</td>
<td>Performs security measures through surveillance and active attention to store customers. Prepares reports, assists with routine separations, and manages records as related to record keeping. Functions as Lead Team Member for a team of student employees. Serves as a lead worker over student employees in a level I classification. May be responsible for multiple areas at one time. Responsibilities include providing direction, planning daily tasks, inspecting assigned work, transporting staff to work sites, and training student employees. Performs hands-on work related to the area of employment.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>0000420</td>
<td>Student Special Events Assistant I</td>
<td>Assists in the preparation of broadcast material, including news, public affairs, or music programs by preparing network audio files. Contacts police and fire departments to gather facts for news stories. Announces programs on the air. Assists in the set up and operation of various audio visual equipment. Assists and performs preventative maintenance on equipment. Maintains records on equipment usage.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
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<tr>
<td>0000430</td>
<td>Student Technical Assistant II</td>
<td>Performs advanced laboratory techniques and tasks related to specific research projects. Prepares and evaluates data, and assists in the design and implementation of various research projects.</td>
<td>12.02</td>
<td>18.37</td>
<td></td>
</tr>
<tr>
<td>EBS Object Abbreviation</td>
<td>EBS Object Name</td>
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<td>Pay Grade</td>
<td>Pay Minimum</td>
<td>Pay Maximum</td>
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<tr>
<td>D000440</td>
<td>Student Technical Assistant II</td>
<td>Records data. Computes data and statistics. Performs various forms of drafting. Maintains, sets up and tests equipment and materials. Conducts instrument readings. Prepares reports and estimates.</td>
<td>3</td>
<td>14.83</td>
<td>24.72</td>
</tr>
<tr>
<td>D000450</td>
<td>Student Technical Assistant III</td>
<td>Conducts statistical analyses and compiles with researchers and others. Assembles and codes data. Maintains titles and records. May lead other student employees. Requires the ability to work independently and use own judgment.</td>
<td>4</td>
<td>19.78</td>
<td>82.54</td>
</tr>
<tr>
<td>D000460</td>
<td>Student Telemarketing Assistant I</td>
<td>Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Hours may include evenings and/or weekends.</td>
<td>2</td>
<td>12.62</td>
<td>18.37</td>
</tr>
<tr>
<td>D000470</td>
<td>Student Telemarketing Assistant II</td>
<td>Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Assists supervisory staff in improving solicitation skills of newly hired telemarketers. Assists with setting-up shifts and assigning telemarketers in and out for shift period. Hours may include evenings and/or weekends.</td>
<td>3</td>
<td>14.83</td>
<td>24.72</td>
</tr>
<tr>
<td>D000480</td>
<td>Student Undergrad Edu/Teach Assist I</td>
<td>Tutors individuals in a specific subject matter in group sessions to promote learning in basic academic subject areas. Responds as a simulated patient in a medical interview situation directed by student physicians. Provides feedback regarding the student's interviewing techniques.</td>
<td>1</td>
<td>9.25</td>
<td>14.12</td>
</tr>
<tr>
<td>D000490</td>
<td>Student Undergrad Edu/Teach Assist II</td>
<td>Tutors individuals in a specific subject matter in private sessions to promote learning in basic academic subject areas. Requires knowledge of subject area content acquired through academic class work and/or previous experience as a tutor. Responds as a simulated patient in a medical interview situation directed by student physicians. Provides feedback regarding the student's interviewing techniques. Models and poses for art class.</td>
<td>2</td>
<td>12.62</td>
<td>18.37</td>
</tr>
<tr>
<td>D000500</td>
<td>Student Undergrad Edu/Teach Assist III</td>
<td>Tutors individuals in private sessions or small groups in a specific subject matter to promote learning in basic or advanced academic subject areas. Requires knowledge of subject area content and skills beyond that of a Level II. Assists with proctoring tests and maintaining records. May lead student staff.</td>
<td>3</td>
<td>14.83</td>
<td>24.72</td>
</tr>
<tr>
<td>D000510</td>
<td>Student Undergrad Edu/Teach Assist IV</td>
<td>Tutors individuals in private sessions or small groups in a specific subject matter to promote learning in basic or advanced academic subject areas. Requires knowledge of subject area content and skills beyond that of a Level II. May require an advanced degree. Assists with proctoring tests, keeping records, and arranging and distributing materials for instructional and departmental purposes.</td>
<td>4</td>
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<td>82.54</td>
</tr>
<tr>
<td>D000515</td>
<td>Student Undergrad Edu/Teach Assist PP</td>
<td>Tutors individuals in a specific subject matter in private or group sessions to promote learning in basic academic subject areas; knowledge of subject area content acquired through academic class work and/or previous experience as a tutor. Responds as a simulated patient in a medical interview situation directed by student physicians. Provides feedback regarding the student's interviewing techniques. Models and poses for art class. Assists with proctoring tests and maintaining records.</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D000520</td>
<td>Student On-Call 24h Assistant PP</td>
<td>Performs duties on an on-call basis to include study abroad, rating tapes, and grading papers. Works on projects outside of normal business hours, works overnight at sports camps, and performs at special events.</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D000520</td>
<td>Student Intern I - IV &amp; PP/NP</td>
<td>Grade level will depend on job responsibilities assigned to the intern and should be consistent with appropriate student job title.</td>
<td>1</td>
<td>9.25</td>
<td>14.12</td>
</tr>
</tbody>
</table>