

Cal Poly Pomona Foundation, Inc.
STUDENT ASSISTANT SALARY SCHEDULE

	Min		Max			Min		Max			Min		Max
Effective January 1, 2024	\$16.00		\$18.50			\$16.50		\$20.00			\$17.50		\$23.00
CHARACTERISTIC	CLASS A			CLASS B			CLASS C						
EXPERIENCE, EDUCATION OR SPECIAL SKILLS	Entry level, limited experience, education or job-related skills.			Some (i.e.: 6-months) job-related experience, and/or 2 years education, or special skills required.			Must have min 1-year specific job-related experience, and/or 3 years education, or combination.						
COMPLEXITY OF TASKS	Routine tasks requiring minimum orientation.			Assignments are generally more detailed.			Technical and/or administrative tasks requiring some reasoning or judgment. Work is varied in subject matter.						
LEVEL OR RESPONSIBILITY	Limited responsibility for duration of employment.			Moderate amount of assigned responsibility. Incumbent sometimes required to make decisions and display initiative regarding completion of tasks.			Considerable responsibility requiring interpretation, reasoning, and some independent judgment.						
DEGREE OF SUPERVISION	Under close supervision.			Under moderate supervision.			Under minimal supervision. May assume lead responsibility						
TYPICAL DUTIES	Light typing, filing, general office clerical, answer phones, wash dishes, wait tables, custodial, grounds-work, plant care, stocking, note-taking for general education courses.			Maintain computer generated documents and spreadsheets, moderate typing and clerical work, sales, wash and sterilize equipment, set up labs, grade tests, tutor students in various class subjects, customer service, computer lab assistant.			Assist professors on research projects, assist in classroom instruction, counseling and advising peers, technical problem solving.						
TYPES OF POSITIONS but not limited to:	Clerk, receptionist, dining service, custodial, general labor, stocking.			Clerical, lab assistant, grader, tutor, notetaker for core classes, internships, custodial.			Peer counselor, research assistant graduate assistant, working with or mixing hazardous chemicals.						

Graduate Student Assistant

Effective January 1, 2024	Minimum: \$19.50		Maximum: \$26.40
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Note: Please be aware certain positions have physical requirements related to mobility, dexterity, verbal communication, visual, lifting various weights, environmental conditions and/or driving privileges.

Applicability: The above pay scale applies to all student positions which are not funded by a grant. Positions funded by a grant will follow the above scale when funding is available in the respective grant. However, in all cases the minimum rate or pay will be at or above the California minimum wage level.