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| Job Number |

STUDENT EMPLOYMENT CHANGE IN BASE RATE FORM

- Ball State University utilizes a student wage plan that includes variable pay rates recognizing the complexity of the work performed, job experience, special skills, and other factors.
- The current campus minimum wage rate is \$7.25 an hour which coincides with the federal minimum wage rate.
- Regular undergraduate student employees may not earn more than \$9.00 an hour. Please see Wage Level descriptions below.
- To change the base rate of pay for your student employment position, please fill out the form below and return to the Career Center. Please keep a copy for your own records.
- Wage rates above the \$7.25 an hour campus minimum must be approved by the appropriate Dean or Vice President.

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|----------------------|---------------------------------|-------------|
| Department _____ | FOAP _____ | |
| Contact Person _____ | Title _____ | |
| Telephone _____ | Fax _____ | Email _____ |
| Job Title _____ | Previous Hourly Wage Rate _____ | |
| | New Hourly Wage Rate _____ | |

Job Description

(Complete the following only if the position has changed. Describe the essential functions/duties.)

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Qualifications:

Required:

Preferred:

Signatures:

Department Chair or Director: _____ Date: _____
(Academic Affairs or Student Affairs)

*Dean's or Vice President's: _____ Date: _____
(Academic Affairs or Student Affairs)

*For Academic Affairs and Student Affairs positions that are above \$8.25 an hour, a detailed job description and statement of justification must be submitted with your form, along with the signature of the Dean or Vice-President.

See last page for student wage tiers.

Student Wage Tiers:

Student Wage Level I (\$7.25 - \$7.75 per hour)

Entry-level or trainee jobs requiring basic skills that may be performed without previous training or work experience. Essential duties are routine tasks following prescribed procedures. The employee may follow standardized instructions, operate basic equipment, and perform repetitive duties. Some independent judgment or decision making is required. The student works under close supervision and may receive on-the-job training.

Student Wage Level II (\$7.75 - \$8.25 per hour)

Intermediate positions requiring related experience or training. Essential duties vary from routine to semi-complex requiring independent judgment or decision making; previous knowledge of the work area may be required; duties are varied and may require specialized technical skills; the student may be eligible for certification opportunities. The student works under moderate supervision and may receive additional training or specialized instruction.

Student Wage Level III (\$8.25 - \$9.00 per hour)

Advanced positions requiring special skills acquired through previous experience, specialized training, or related course work. Essential duties are complex and require independent decision making, problem solving skills, and individual initiative not covered by routine procedures. The student may be responsible for creating or developing processes, procedures, or materials. They may also research and analyze information, make recommendations, consult with others, and creatively apply related skills. The student may assign, review, or monitor the work of other student employees, may be required to have certifications, and may receive advanced training. The student works under indirect supervision.

Undergraduate Internships

Internships are advanced positions requiring special skills and knowledge acquired through the student's academic program. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise related to the academic discipline. The student may also research and analyze information, make recommendations, consult with others, and creatively apply related skills and specialized experience. The student is usually responsible for the creation of a final project, process, report, or materials. The supervisor may be required to complete academic performance reviews and evaluations. The rate of pay for on-campus internships may not exceed the hourly equivalent for graduate assistants within the hiring department.

Graduate Students

Graduate students may be employed in advanced positions requiring a bachelor's degree and specialized knowledge acquired through academic preparation. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise. The student may also research and analyze information, make recommendations, consult with others, and creatively apply related skills and specialized experience.