

This grid serves as a guide for selecting starting wages for undergraduate student employees.

- **All** departments at MSUM employing undergrad students are required to pay them no less than \$12 an hour starting August 3, 2022. Departments may increase their wages at any time prior.
- If graduate students are hired for undergraduate level positions, this grid should be used to set the hourly wage.
- The maximum wage for undergraduate students is \$17/hr. Dean/VP approval for wages of \$15/hr or more for undergraduate student employees is required.
- The flexibility of this grid allows for supervisors to grant raises as they see fit, typically for length of time employed with the department and/or quality of work.

	Minimum Hourly Wage	Required Experience	Skill Level	Supervision	Example Position Title
Undergraduate Student Employee Level I	\$12.00	Position requires no previous work experience, specialized training, classroom experience, or community/campus involvement.	This position requires basic professional skills such as communication, customer service, organization, and time management. Responsibilities range from simple to moderate levels of difficulty and require little independent judgement, analysis, or decision-making skills.	This position is closely supervised.	Office Assistant, Front Desk Assistant
Undergraduate Student Employee Level II	\$12.50	Position requires some previous work experience, specialized training, classroom experience, or community/campus involvement.	This position requires basic professional skills such as communication, customer service, organization, and time management. Responsibilities are moderately complex and this position routinely deals with a high-volume of tasks. Uses independent judgement to solve problems.	Some direct and indirect supervision is provided.	Student Specialist, Learning Assistant, Academic Assistant
Undergraduate Student Employee Level III	\$13.00	Position requires previous work experience, specialized training, classroom experience, or community/campus involvement as well as specialized skills directly related to the position.	This position requires moderate professional skills such as communication, customer service, organization, and time management. Responsibilities are complex. Also requires initiative and excellent decision-making skills.	Works independently with little to no supervision. May train/assist in supervision of other student employees.	Student Manager, Student Supervisor

This grid will be reviewed and updated annually.

For additional information, visit <https://www.mnstate.edu/cost-aid/business-services/student-payroll/> or email studentpayroll@mnstate.edu

This grid serves as a guide for selecting starting wages for **graduate** student employees.

- **All** departments at MSUM employing graduate students are required to pay no them less than \$14 an hour starting August 3, 2022. Departments may increase their wages at any time prior.
- If graduate students are hired for undergraduate level positions, the **undergraduate student employee wage grid** should be used to set the hourly wage.
- The maximum wage for graduate student employees is \$20/hr. Dean/VP approval for wages of \$17/hr or more for graduate student employees is required.
- The flexibility of this grid allows for supervisors to grant raises as they see fit, typically for length of time employed with the department and/or quality of work.

	Minimum Hourly Wage	Required Experience	Skill Level	Supervision	Example Position Title
Graduate Student Employees	\$14.00	Position requires completion of bachelor’s degree and admission to a MSUM graduate program. Position requires previous work experience, specialized training, classroom experience, or community/campus involvement and may require specialized skills directly related to the position.	This position requires exceptional professional skills including strong written and oral communication, judgement and decision-making abilities, organization and time-management, initiative, approachability and customer service, and maturity. Must be able to navigate technology and be able to work independently and as part of a team. Students are required to manage their on-campus employment and graduate coursework while maintaining satisfactory academic progress.	Works independently with minimal to no supervision. May provide direct supervision to undergraduate student employees.	Graduate Assistant, Graduate Teaching Assistant, Graduate Research Assistant

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