Gevirtz Graduate School of Education  
Student Assistant Hiring Guidelines

I. Definition

Under supervision, student assistants perform duties ranging from unskilled to skilled and/or specialized in a variety of positions that typically require the use of manual, clerical, advising, public contact, and/or analytical skills, and perform other related duties as required. The series is characterized by the generally temporary nature of appointments, the general absence of continuing responsibility for the work performed, and the diversity of duties that may be assigned.

The work for which the student is employed is unrelated to the educational objectives of the student's degree program, so the student is unlikely to participate in the production of papers, theses, dissertations, or academic presentations related to the research and/or the student is not expected to play a collaborative role in research production, but is supporting the research by doing routine tasks, such as preparing bibliographies, inputting data, or supervising other students who are performing such tasks.

II. Appointment Criteria

Appointment to the Student Assistant title requires the following:

1. the appointee is a registered UC student

The following specifies appointments at various rates when hired on funds managed within the GGSE:

**Undergraduate Students**
- Student Assistant with no to little experience: $12-13/hour
- Student Assistant with a year of experience or equivalent: $13-14/hour
- Student Assistant with two years of experience or equivalent: $14-15/hour
- Student Assistant with three years of experience or equivalent: $15-16/hour

**Graduate Students**
- Student Assistant with no to little experience: $15-17/hour
- Student Assistant with a year of experience or equivalent: $17-19/hour
- Student Assistant with two or more years of experience or equivalent: $19-22/hour

Specific skills required may count towards years of experience. If assistance in selecting appropriate rate is needed, check with your grant administrator.

All exceptions require prior approval from Dean, Gevirtz Graduate School of Education.

These guidelines will take effect for all contract and grant proposals submitted after July 1, 2018 and for employment on non-grant funds effective July 1, 2018.