

# BARNARD COLLEGE CAREER DEVELOPMENT OFFICE

## GUIDE FOR STUDENT HOURLY RATES

The attached is an alphabetical compilation of brief job descriptions and the current recommended wage ranges for hourly pay rates. These guidelines will remain in effect for the 2008-2009 academic year.

If you wish to hire a Barnard student employee, you may post a job request on the Career Development website at [www.barnard.edu/ocd](http://www.barnard.edu/ocd) following the links under “Employers.” As you complete your request please note the policies listed below.

**Contracts:** Please include the job title and the pay rate or appropriate classification for the starting hourly rate. The actual pay rate must be included on the student’s contract at the time she is hired.

**Pay Rate/Classification:** Please use this guide to determine the appropriate pay range for a student position. Classifications are based on skills, training and responsibility required for each position.

**Student Schedules:** Career Development strongly recommends that students work no more than 10 hours per week. Please speak with your student employee and consult the Earnings Table on the last page to plan her work schedule according to her award limit (if she is a Federal Work Study or Barnard College Job recipient) and your budget amount. Barnard students are permitted to work a maximum of 15 hours per week during the academic year.

**Rate Increases:** Career Development recommends that students who have worked for the same department for two consecutive semesters receive a fifty-cent an hour increase and a twenty-five-cent an hour increase each subsequent semester based on performance, budget availability and the student’s award limit.

<b>Classification:</b>	<b>Pay Range:</b>	<b>Examples:</b>
I	7.50-9.00	Office Assistant, Receptionist, Greenhouse Assistant
II	8.00-10.00	Accounts Payable Assistant, Tutor, Advertising Manager
III	9.00-13.00	Help Desk Assistant, Lifeguard, Web Development Assistant

**JOB DESCRIPTION:**

**CLASSIFICATION:**

ACADEMIC COMPUTING EXPERTS – Configure students’ computers on the Barnard network, troubleshoot, and fix student computer problems. Provide software, hardware and network support for students in the labs and residence halls.	II
ACCESS SERVICES ASSISTANT - Assist with tasks involved in the circulation of library materials using an online circulation system: includes checking out, renewing and checking in library materials, doing searches, placing holds and recalls; filing, answer questions from users in person and over the telephone; sort and shelve books and assist with shifting stack areas and weeding.	I
ACCOMMODATIVE AIDE - Work in a variety of capacities for the needs of Disabled students. All aides must attend mandatory awareness training session. Aides are listed in ODS Accommodative Aide Directory and are hired, trained and supervised by ODS. Job categories include mobility aide, personal aide, typist.	I
ACCOUNTS PAYABLE ASSISTANT - Input data into computer as required; assist in entering data for voucher processing; create vendors in file; assist in mailing checks; research purchase orders and match invoices to receiving reports; file invoices, alphabetize, and other miscellaneous duties.	II
ACCOUNTS RECEIVABLE ASSISTANT - Input data into computer; handle on-line cash receipting and reconciliation; distribute checks at Bursar window; assist students and parents by phone; process payments/refunds; file and other miscellaneous duties.	II
ADVERTISING MANAGER (Barnard Bulletin) – Soliciting national and local advertising for the Barnard Bulletin. Send bills, collect money, explore ad opportunities. No experience necessary. Strong organizational skills a must.	II
ARCHIVES ASSISTANT - Working in the Barnard College Archives, help sort and organize written records and photographs, type cards and lists, file and photocopy. Good organizational ability and accurate typing/keyboarding skills required.	I
ASSISTANT DESK ATTENDANT – Follow all procedures for ensuring safety of residents and guests entering and exiting residence halls. Check I.D.s and guest passes; sign in guests; answer telephones. Maintain log of events, contact on-call staff person when needed, perform miscellaneous clerical duties.	I
AUDIO-VISUAL TECHNICIAN - Set up and operate audio and video equipment for on-campus events. Meet with Coordinator weekly to set schedule and discuss events. Assist event organizers as needed, dress appropriately for events.	II
BABYSITTING DESK RECEPTIONIST – Answer phones; assist clients with job postings and information about the agency; assist students interested in babysitting	I

jobs.

COMPUTER CONSULTANT - Assist end users in the Barnard and Columbia community with computers and software applications. Requires basic understanding of computers and strong communication skills. Training provided.	II
DELIVERER (Barnard Bulletin)- Deliver Barnard Bulletin to local businesses and assist ad manager in soliciting advertisements.	II
GENERAL ACCOUNTING ASSISTANT - Input data to general ledger system and to computer; assist in maintaining subsidiary ledgers for endowment fund and general files; help prepare departmental and monthly reports and check records for accuracy.	II
GRADER - Grade weekly or semi-weekly homework assignments, problem sets and/or notebooks for laboratory. Proficiency in subject required.	II
GREENHOUSE ASSISTANT - Watering, repotting, trimming and cleanup of greenhouse. Light computer data entry. Occasional weekend work.	I
HELP DESK ASSISTANT- Answer phone inquiries and e-mails from administrators, faculty and students regarding the Barnard network system and hardware difficulties. Support PC and Macintosh software applications and e-mail. Other special projects as assigned.	III
INFORMATION CLERK – Answer information line; issue ID’s to students, staff and faculty; direct visitors and provide general assistance at information window.	I
INTERNSHIP PROGRAM ASSISTANT - Assist coordinator with organization and maintenance of files, postings and follow-up activities. Accurate computer skills required. Attention to detail is important and familiarity with data entry preferred.	II
INTRAMURAL OFFICIAL – Organize intramural competitions; officiate and keep score at competitions; develop new competitions and supervise gymnasium during intramural hours.	I
LAB ASSISTANT - Animal and plant care; maintenance of animal colonies; maintenance and cleaning of glassware, lab apparatus and equipment, facilities; light typing and clerical duties.	I, II
LAB ASSISTANT/ADVANCED (CHEMISTRY) – Provides instruction in lab. Requires approval of Chemistry Chair; for special cases only.	III
LANGUAGE LAB ASSISTANT - Correct lab exercises for language lab; keep	I, II

library organized.

LIBRARY AIDE (CHEMISTRY) - Supervise Chemistry library during open hours. Some shelving and organizing; quiet study. Distribute graded notebooks to general chemistry students.	I
LIFEGUARD - Lifeguard during recreational swim hours and maintain pool records. Current American Red Cross Advanced Lifesaving and/or Water Safety Certificate required. CPR certificate preferred.	III
MAIL ROOM ASSISTANT - Assist with sorting and delivering of campus mail; distribute mail; pick up and deliver small packages; make copies; fold and collate related material; hand insert mail; bag mail. Distribute and forward mail; deliver club mail; sign out packages. May enter data into spreadsheets or databases.	I
MEDIA SERVICES ASSISTANT - Deliver equipment and provides video taping and playback services as well as slide and film projection in the classroom. Participate in staffing the Media circulation desk, cataloging non-print material acquired by the library, general office work and other tasks related to organizing and accessing the library's media collection.	I
OFFICE ASSISTANT - Perform clerical duties and photocopying; run errands; mailings. Some computer duties; answer telephone; Assist with other departmental tasks as necessary.	I
OFFICE ASSISTANT (ADVANCED) – Provide general administrative support and assist with special projects. Proficiency in one or more computer programs required. May perform web research and interact with clients. Assist with other departmental tasks as necessary.	II
PAYROLL ASSISTANT - Input data to computer; prepare payroll worksheets; help reconcile student payroll; file and other duties.	II
PEER COUNSELOR - Assist in interviewing, testing, advising students on vocational and educational planning.	II
PRE-COLLEGE PROGRAM ASSISTANT - Work with staff to plan, implement and coordinate extracurricular activities, including externships, sports, campus events and NYC events for pre-college program.	II
PROGRAM ASSISTANT - See Office Assistant.	
READER - Read wide variety of subjects on tape for visually impaired students.	I
RECEPTIONIST - Answer telephone; make appointments; help with general office duties, including typing and computer work; cover for regular receptionist during	I

lunch hours.

RECREATION SUPERVISOR – Monitor weight room and/or gymnasium during open recreation hours. Check ID’s; inspect and check out equipment; enforce rules and regulations of facility. I

REFERENCE ASSISTANT - Shelves books and maintains computer supplies in Reference area; assists librarians with photocopying; answers directional questions and closes up 2nd floor; some late evening hours (9-11pm) required. I

RESEARCH ASSISTANT (LAB) - Conduct experiments (includes setting up and monitoring); record, code, and analyze data; help prepare preliminary research reports; locate suitable references in library research. II

RESEARCH ASSISTANT (OFFICE) – Assist faculty members with library and other research, class preparation and manuscript preparation. May abstract and summarize articles; investigate sources and follow through reinstatement of records to active file. Typing/word processing; photocopying; and assisting with general project management. II, III

SALES ASSOCIATE – Assist customers and process sales; track inventory; work with management on special events and projects; provide general administrative assistance. I

STOCKROOM ASSISTANT - Prepare reagents for laboratory; recovery of used reagents; take inventory; clean glassware; replace equipment. I, II

SPECIAL EVENTS ASSISTANT – Assist with decorating for receptions, parties, banquets; serve as usher/greeter; direct and give information to the public; post signs and deliver memos; create bulletin boards; assist with post-event cleanup; perform other duties as assigned. Weekend and evening hours. I

STUDENT PAYROLL ASSISTANT - Assist in entering of student time sheets in computer database; contact students, academic and administrative departments by telephone. Attention to detail and accurate data entry skills required. II

SUBSCRIPTIONS MANAGER - Oversee and execute daily mailing and processing of subscriptions to newspaper. Includes updating of subscription lists, accounts receivable, and prospective subscribers. I

SUMMER PROGRAMS ASSISTANT - Assist with typing, telephones, mailings, public reception which will entail meeting new summer residents, conference registrants, and parents; handling of money; miscellaneous errands. I

TEACHER'S AIDE - Assist teacher in supervising children in classroom and play II

situations.

TEACHING ASSISTANT (LAB) - Prepare materials and demonstrations for (lab)

I, II

section; inventory and order teaching materials; maintain (lab) equipment and facilities; assist in preparation and grading of homework assignments, (lab write-ups), exams.

TEACHING ASSISTANT (COURSE) - Assist in instruction of lab/course sections. Assistant must be former student in course, in which performance and laboratory skill qualify her for position. Arrange equipment, supervise model experiments, and help students prepare written reports.

I, II

TECHNICAL SERVICES ASSISTANT - Using local and online computer databases, performs tasks related to the processing of books or periodicals, assists in catalog maintenance, bibliographic searching, filing and general office work. Basic computer skills and attention to detail required.

I

THEATRE/PRODUCTION ASSISTANT - Help build sets; hang and focus lights; run lighting board during show; develop publicity; general arts administration.

II

TUTOR - Assist and tutor students in various subject areas; proficiency in subject required.

II

USHER- Lead and direct patrons of events to proper rooms or seats.

I

WARDROBE ATTENDANT - Clean and keep order in wardrobe room; organize costumes so that they can be easily located; mend and clean costumes; must be available to help costume shows; control and keep track of which costumes are lent out.

I

WEB DEVELOPMENT ASSISTANT – Assist faculty and administrators in developing webpages using FrontPage and Dreamweaver. A basic understanding of computers, HTML, and good communication and graphic design skills required.

III

**Barnard College Career Development Office  
Student Employment Earnings Table**

**Weekly Earnings (\$)**

Rates/Hours	5	6	7	8	9	10	11	12	13	14	15
7.50	37.50	45.00	52.50	60.00	67.50	75.00	82.50	90.00	97.50	105.00	112.50
7.75	38.75	46.50	54.25	62.00	69.75	77.50	85.25	93.00	100.75	108.50	116.25
8.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00	96.00	104.00	112.00	120.00
8.25	41.25	49.50	57.75	66.00	74.25	82.50	90.75	99.00	107.25	115.50	123.75
8.50	42.50	51.00	59.50	68.00	76.50	85.00	93.50	102.00	110.50	119.00	127.50
8.75	43.75	52.50	61.25	70.00	78.75	87.50	96.25	105.00	113.75	122.50	131.25
9.00	45.00	54.00	63.00	72.00	81.00	90.00	99.00	108.00	117.00	126.00	135.00
9.25	46.25	55.50	64.75	74.00	83.25	92.50	101.75	111.00	120.25	129.50	138.75
9.50	47.50	57.00	66.50	76.00	85.50	95.00	104.50	114.00	123.50	133.00	142.50
9.75	48.75	58.50	68.25	78.00	87.75	97.50	107.25	117.00	126.75	136.50	146.25
10.00	50.00	60.00	70.00	80.00	90.00	100.00	110.00	120.00	130.00	140.00	150.00
10.25	51.25	61.50	71.75	82.00	92.25	102.50	112.75	123.00	133.25	143.50	153.75
10.50	52.50	63.00	73.50	84.00	94.50	105.00	115.50	126.00	136.50	147.00	157.50
10.75	53.75	64.50	75.25	86.00	96.75	107.50	118.25	129.00	139.75	150.50	161.25
11.00	55.00	66.00	77.00	88.00	99.00	110.00	121.00	132.00	143.00	154.00	165.00
11.25	56.25	67.50	78.75	90.00	101.25	112.50	123.75	135.00	146.25	157.50	168.75
11.50	57.50	69.00	80.50	92.00	103.50	115.00	126.50	138.00	149.50	161.00	172.50
11.75	58.75	70.50	82.25	94.00	105.75	117.50	129.25	141.00	152.75	164.50	176.25
12.00	60.00	72.00	84.00	96.00	108.00	120.00	132.00	144.00	156.00	168.00	180.00
12.25	61.25	73.50	85.75	98.00	110.25	122.50	134.75	147.00	159.25	171.50	183.75
12.50	62.50	75.00	87.50	100.00	112.50	125.00	137.50	150.00	162.50	175.00	187.50
12.75	63.75	76.50	89.25	102.00	114.75	127.50	140.25	153.00	165.75	178.50	191.25
13.00	65.00	78.00	91.00	104.00	117.00	130.00	143.00	156.00	169.00	182.00	195.00

**PLEASE NOTE YOUR STUDENT EMPLOYEE'S AWARD LIMIT**

For the 2008-2009 academic year, the average Federal Work Study or Barnard College Job Award granted by the Financial Aid Office is approximately:

\$1600 - 1800: First Year Students

\$1700 - 2000: Sophomores

\$1800 - 2100: Juniors

\$1900 - 2200: Seniors (Barnard College Job Award, through priority selection process)

**IMPORTANT: Please check with your student employee to determine her actual award limit!**

**Barnard College Career Development Office  
Student Employment Earnings Table**

**Yearly Earnings (\$) based on 28 weeks (does not include holidays/breaks)**

Rates/Hours	5	6	7	8	9	10	11	12	13	14	15
7.50	1,050.00	1,260.00	1,470.00	1,680.00	1,890.00	2,100.00	2,310.00	2,520.00	2,730.00	2,940.00	3,150.00
7.75	1,085.00	1,302.00	1,519.00	1,736.00	1,953.00	2,170.00	2,387.00	2,604.00	2,821.00	3,038.00	3,255.00
8.00	1,120.00	1,344.00	1,568.00	1,792.00	2,016.00	2,240.00	2,464.00	2,688.00	2,912.00	3,136.00	3,360.00
8.25	1,155.00	1,386.00	1,617.00	1,848.00	2,079.00	2,310.00	2,541.00	2,772.00	3,003.00	3,234.00	3,465.00
8.50	1,190.00	1,428.00	1,666.00	1,904.00	2,142.00	2,380.00	2,618.00	2,856.00	3,094.00	3,332.00	3,570.00
8.75	1,225.00	1,470.00	1,715.00	1,960.00	2,205.00	2,450.00	2,695.00	2,940.00	3,185.00	3,430.00	3,675.00
9.00	1,260.00	1,512.00	1,764.00	2,016.00	2,268.00	2,520.00	2,772.00	3,024.00	3,276.00	3,528.00	3,780.00
9.25	1,295.00	1,554.00	1,813.00	2,072.00	2,331.00	2,590.00	2,849.00	3,108.00	3,367.00	3,626.00	3,885.00
9.50	1,330.00	1,596.00	1,862.00	2,128.00	2,394.00	2,660.00	2,926.00	3,192.00	3,458.00	3,724.00	3,990.00
9.75	1,365.00	1,638.00	1,911.00	2,184.00	2,457.00	2,730.00	3,003.00	3,276.00	3,549.00	3,822.00	4,095.00
10.00	1,400.00	1,680.00	1,960.00	2,240.00	2,520.00	2,800.00	3,080.00	3,360.00	3,640.00	3,920.00	4,200.00
10.25	1,435.00	1,722.00	2,009.00	2,296.00	2,583.00	2,870.00	3,157.00	3,444.00	3,731.00	4,018.00	4,305.00
10.50	1,470.00	1,764.00	2,058.00	2,352.00	2,646.00	2,940.00	3,234.00	3,528.00	3,822.00	4,116.00	4,410.00
10.75	1,505.00	1,806.00	2,107.00	2,408.00	2,709.00	3,010.00	3,311.00	3,612.00	3,913.00	4,214.00	4,515.00
11.00	1,540.00	1,848.00	2,156.00	2,464.00	2,772.00	3,080.00	3,388.00	3,696.00	4,004.00	4,312.00	4,620.00
11.25	1,575.00	1,890.00	2,205.00	2,520.00	2,835.00	3,150.00	3,465.00	3,780.00	4,095.00	4,410.00	4,725.00
11.50	1,610.00	1,932.00	2,254.00	2,576.00	2,898.00	3,220.00	3,542.00	3,864.00	4,186.00	4,508.00	4,830.00
11.75	1,645.00	1,974.00	2,303.00	2,632.00	2,961.00	3,290.00	3,619.00	3,948.00	4,277.00	4,606.00	4,935.00
12.00	1,680.00	2,016.00	2,352.00	2,688.00	3,024.00	3,360.00	3,696.00	4,032.00	4,368.00	4,704.00	5,040.00
12.25	1,715.00	2,058.00	2,401.00	2,744.00	3,087.00	3,430.00	3,773.00	4,116.00	4,459.00	4,802.00	5,145.00
12.50	1,750.00	2,100.00	2,450.00	2,800.00	3,150.00	3,500.00	3,850.00	4,200.00	4,550.00	4,900.00	5,250.00
12.75	1,785.00	2,142.00	2,499.00	2,856.00	3,213.00	3,570.00	3,927.00	4,284.00	4,641.00	4,998.00	5,355.00
13.00	1,820.00	2,184.00	2,548.00	2,912.00	3,276.00	3,640.00	4,004.00	4,368.00	4,732.00	5,096.00	5,460.00

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