Reed College Student Employment Hourly Rate Scale
as of 7/1/16

ANNUAL HOURLY ADJUSTMENT STEPS

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>Grade I</td>
<td>$9.75</td>
<td>$9.90</td>
<td>$10.05</td>
<td>$10.20</td>
<td>$10.35</td>
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<tr>
<td>Grade II</td>
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<td>$10.00</td>
<td>$10.20</td>
<td>$10.40</td>
<td>$10.60</td>
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<tr>
<td>Grade III</td>
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<td>$10.65</td>
<td>$10.95</td>
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<tr>
<td>Grade IV</td>
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<td>$11.60</td>
<td>$11.90</td>
<td>$12.25</td>
<td>$12.55</td>
</tr>
</tbody>
</table>

Grade Level Description

Grade (Student Assistant) I:

* Performs routine office, departmental or manual tasks. Duties may be readily learned with limited or no previous knowledge or experience in the work assignment.
* Requires the ability to understand and carry out written and oral directions; learn basic job routines; operate tools and equipment accurately and safely
* No experience is required.
* Typical positions might include: data entry, word processors, receptionist, file clerks, mail clerks, T-watcher trainees, general library assistants, cage workers, facilities services workers.

Grade (Student Assistant) II:

* Performs a variety of semi-skilled clerical or manual duties requiring moderate experience, technical knowledge and/or previous training
* Requires the ability to understand and carry out written and oral directions; perform semi-skilled tasks in assigned work area with minimal training; operate tools and equipment accurately and safely; maintain records; and work with some independence under general supervision
* Requires approximately one year of education and/or experience related to the work assignment.
* Typical positions might include: accounting clerk, specialized library assistants, theatre technicians, mail delivery clerks, graders, tutors, drivers, T-watchers, admission tour guides.

Grade (Student Assistant) III:

* Duties generally require specialized skills or abilities and experience in a specific college program or project area. Performs a variety of skilled tasks requiring considerable discretion in judgment and decision-making. May include responsibility for coordinating the work of less-experienced student assistants.
* Knowledge of theory, practice and procedures in specialty area assigned. Ability to understand and carry out written and oral directions; perform specialized tasks in assigned work area; communicate skills or knowledge of specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision use initiative and sound judgment within established procedural guidelines.
* Requires approximately two years of experience in the area of specialization required by the work assignment. College course work in the specialty may substitute for required experience.
* Typical positions might include: graphic designers, senior T-watchers, SEEDS interns, mail window clerks, project coordinators, stockroom workers.
Grade (Student Assistant) IV:

* Under limited supervision performs a variety of technical and specialized duties in an assigned Campus department or program. Completes highly complex assignments requiring independent judgment and/or decision-making. May direct the work of others.

* Knowledge of theory, practice and procedures in the technical specialty area assigned. Ability to understand and carry out complex written and oral directions; direct the work of others; perform technical and/or specialized tasks in assigned work area; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with very limited supervision; use initiative and sound judgment within established procedural guidelines.

* Requires approximately three years of experience in the area of the technical or specialization required by the work assignment. College course work in the technical specialty may substitute for required experience.

* Typical positions might include: lab assistant, research assistant, teaching assistant, reactor operators, lifeguards, user support specialists, supervisors of other student positions.

Grade (Student Assistant) V:

* Contact Dawn Derry in Student Payroll for positions that do not fit well into this classification or compensation plan.