

Mt. San Antonio Community College District

Student Assistant Hourly Pay Schedule

Effective January 1, 2022

Job Category	Level I	Level II	Level III	Level IV	Level V
Student Assistant	14.00-15.00	14.25-15.25	14.50-15.50	14.75-15.75	15.00-16.00
CDC Student Apprenticeship	15.00	16.00	16.75	17.50	18.25

HR Guidelines for Hiring a Student Assistant Employee:

- Full and Part time Mt. SAC students shall only be employed part-time regardless of funding source and shall not be a part of the Classified service nor perform tasks commensurate with an established classified position.
- Employing student assistants in various departments on campus is to help them gain work experience and to develop new skills in order to be prepared to eventually accept the responsibilities of permanent careers.
- Only currently enrolled Mt. SAC students are eligible to be hired as student assistants.
- Hiring parameters:
 - Students must be enrolled in a minimum of six (6) units for either Fall or Spring, and a minimum of two (2) units for either Winter or Summer;
 - Students enrolled in minimum units for Fall may be hired through end of Winter;
 - Students enrolled in minimum units for Spring may be hired through end of Summer; and
 - New hire document must be submitted for the new fiscal year (July 1).
- At-will, no entitlement rights to any position in the District, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).

Job Category	Brief Description
Student Assistant I	Provides very basic support working under direct supervision. Performs manual and/or clerical tasks that require no specialized knowledge, skills, experience, or training. May require minimal computer literacy.
Student Assistant II	Some specialized knowledge, skills, experience, or training is required in order to perform duties adequately. Performs general and specialized tasks under direct supervision. May require prior experience or proficiency with some computer software.
Student Assistant III	Some level of specialized knowledge, skills, experience, or training is required. Performs general or specialized tasks using some independent judgment and less supervision. May require prior experience or proficiency with some computer software.
Student Assistant IV	Requires the use of specialized knowledge, skills, experience or training to perform mainly specialized tasks. Works with minimal supervision. Requires prior experience or proficiency with computer software.
Student Assistant V	Performs technically difficult work requiring the use of specialized knowledge and skills. This student is able to work independently with minimum supervision. Must be able to direct the work of other student workers when needed. Should be highly proficient concerning the software used to perform daily responsibilities.
Child Development Center (CDC) Student Apprenticeship	Level progressions upon completion of a minimum of every 640 hours within a six (6) month period each semester.