

The Student Employment Classification and Compensation Plan list the university approved classification and wage rates for student employees at Oregon Tech. Questions regarding the classification and compensation plan, including wage rates, classification/compensation may be directed to Office of Human Resources at payroll@oit.edu or oithr@oit.edu.

By law, student employees must be paid at least minimum wage. Any wage rate over the maximum salary listed below **must be approved in advance** by the Office of Human Resources. Approval of maximum salary exception will be in collaboration with the Vice President of Finance and Administration. Requests should be made via email, including the student name and ID number, at payroll@oit.edu or oithr@oit.edu.

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Clerical Assistant	Performs general office work such as typing, copying, filing, sorting, indexing, reception, and accounting tasks.			
Clerical Assistant 1	Duties are routine and repetitive in nature as detailed by supervisor's instructions. Duties may include receptionist tasks (i.e., answering and routing phone calls, receiving and directing visitors to the proper personnel, etc.), simple filing, typing or word processing, managing outgoing/incoming media equipment, and assisting lecturer clerically in preparing for coursework.	\$10.75 - \$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Clerical Assistant 2	Duties require exercising judgment under general supervision, as well as applying skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, word processing, shorthand, data entry, and equipment operation and minor maintenance/repair of media materials.	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Clerical Assistant 3	Under minimal supervision, utilizes similar skills required of a Clerical Assistant 2, but at a higher level of expertise. Duties necessitate independent judgment and may include planning.	\$14.25 - \$16.25	\$15.25 - \$17.25	\$14.00 - \$16.00

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Student Services	Independently handles all responsibilities of directing subordinate tutors or a tutoring program; applies specialized knowledge to guide students in applied techniques course; or directs testing procedures during a standardized test and directs subordinate proctors.			
Preceptor 1	Under general supervision, provides expertise in a field of study that allows the incumbent to tutor an individual or group, assist students in developing study skills, schedule appointments when necessary, and knowledge contributing to proctoring during a test.	\$10.75 - \$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Preceptor 2	Duties involve the above plus incumbents independently handle all responsibilities of directing subordinate tutors or a tutoring program, and/or directs testing procedures during a standardized test and directs subordinate proctors.	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Preceptor 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	\$14.25 - \$16.25	\$15.25 – \$17.25	\$14.00 - \$16.00

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Professional Worker	Performs work which is predominantly original and creative in nature. Work is directly related to administrative, instructional, academic, or research programs. Positions in this classification may require a degree or equivalent experience.			
Professional Worker 1	Duties focus on analysis, and evaluative tasks requiring independent judgment or tasks of a specialized nature requiring technical knowledge or background experience.	\$10.75 - \$25.00†	\$12.00 - \$25.00†	\$10.50 - \$25.00†
Professional Worker 2	Duties involve the above plus may make significant decisions related to the development of policies, procedures and work methods that directly affect the outcome or production of the work. May direct the work of subordinates.	\$12.25 - \$35.00†	\$13.25 - \$35.00†	\$12.00 - \$35.00†
Professional Worker 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	\$14.25 - \$50.00†	\$15.25 - \$50.00†	\$14.00 - \$50.00†

** Any wage rate over the \$16 for Professional Workers **must be approved in advance** by the Office of Human Resources. Approval of maximum salary exception will be in collaboration with the Vice President of Finance and Administration. Requests should be made via email, including the student name and ID number, at payroll@oit.edu or oithr@oit.edu.

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Service Worker	Performs unskilled work primarily of a manual nature that provides safety, comfort, cleanliness, and/or the care of buildings, facilities, or grounds.			
Service Worker 1	Duties involve unskilled labor tasks that are routine and repetitive in nature. Some duties may require a moderate degree of responsibility. Minimal training is required to carry out assignments. Work is done under supervision.	\$10.75 - \$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Service Worker 2	Duties involve semi-skilled labor that may require specialized training or licenses. Incumbents work under general supervision. Tasks of a specialized nature and moderate complexity may require incumbent to draw on experience and use judgment.	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Service Worker 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	\$14.25 - \$16.25	\$15.25 - \$17.25	\$14.00 - \$16.00

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Facilities/Maintenance Worker	Performs skilled manual labor normally requiring a minimum of four years' experience and/or training. Performs light to heavy unskilled labor such as custodial or maintenance tasks for the purpose of upkeep and care of university buildings, facilities, or grounds; may operate motorized equipment, motor vehicles, scooters, or golf carts. Position may typically be found in Facilities Services, Procurement, Contracts and Materials Management, Common Union, University Housing and Dining, and Athletics.			
Facilities/Maintenance 1	Work is performed under general supervision. Tasks require knowledge and experience in a variety of related areas; design, fabrication, installation, maintenance or repair work. Projects focus on equipment, parts, construction projects (both remodeling and new) or facilities.	\$10.75 - \$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Facilities/Maintenance 2	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all skilled trade lead and supervisory personnel)	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Facilities/Maintenance 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	\$14.25 - \$16.25	\$15.25 - \$17.25	\$14.00 - \$16.00

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Information Technology Assistant	Performs a variety of tasks related to computing operations, user support and installation, or programming and analysis.			
Information Technology Assistant 1	Duties may include but not limited to: Provides web application support, edits and maintains web site content, answer the phone, organizes paperwork; provides assistance, support and communication regarding basic technical work; operates a variety of computer equipment software and hardware, evaluates existing computer systems hardware based on customer needs, performs system upgrades, assists in installations, integrations and configurations, answer technical questions.	\$10.75 - \$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Information Technology Assistant 2	Duties involve all of the above full responsibility for work done and directing the work of subordinates. Incumbent must display an extensive knowledge of computer software and the ability to work independently	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Information Technology Assistant 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates (i.e., all lead or working supervisory positions).	\$14.25 - \$16.25	\$15.25 – \$17.25	\$14.00 - \$16.00

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Technical Assistant	Performs assignments requiring special care or application of specialized knowledge gained through formal academic, technical or vocational training or experience. Positions are in direct support of administrative, professional or research staff.			
Technical Assistant 1	Duties are routine, repetitive, and performed under supervision. Tasks may include working in a laboratory setting and/or a research project, etc.	\$10.75-\$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Technical Assistant 2	Duties require independent actions, use of judgment and specific knowledge or experience in technical specialty (generally requiring two years' experience in the specialty or comparable education). Incumbent works under general supervision. Tasks include assisting with research projects, preparing materials for formal presentation or use in coursework, preparing materials for project or related coursework, etc.	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Technical Assistant 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates. Tasks have a high degree of complexity, including design and planning responsibilities.	\$14.25 - \$16.25	\$15.25 – \$17.25	\$14.00 - \$16.00

Title	Classification Summary	Chemeketa Hourly Rate	Portland Metro Hourly Rate	Klamath Falls Hourly Rate
Outreach Assistant	Performs a variety of work related to outreach programs, including assistance at events, camps, youth programs, education programs, and activity courses. Work may be performed at various locations, on or off the main campus, or at partner institutions.			
Outreach Assistant 1	Duties are routine, repetitive, and performed under supervision. Tasks may include scheduling events, assisting in event logistics, distributing marketing material, representing the university at events, etc.	\$10.75-\$12.25	\$12.00 - \$13.25	\$10.50 - \$12.00
Outreach Assistant 2	Duties require independent actions, use of judgment and specific knowledge or experience in technical specialty (generally requiring two years' experience in the specialty or comparable education). Incumbent works under general supervision. Tasks include assisting with planning and execution of events, producing ideas and helping develop event marketing material, representing the university at events, etc.	\$12.25 - \$14.25	\$13.25 - \$15.25	\$12.00 - \$14.00
Outreach Assistant 3	Duties involve all of the above with full responsibility for work done and for directing the work of subordinates. Tasks have a high degree of complexity, including design and planning responsibilities.	\$14.25 - \$16.50	\$15.25 – \$17.25	\$14.00 - \$16.00