

# USM FEDERAL WORK STUDY JOB DESCRIPTION

This form must be completed in full for **each job title**, not each student, in your office.  
Return form to USM, Student Financial Aid, 37 College Avenue, Gorham, ME 04038

DEPARTMENT/AGENCY NAME \_\_\_\_\_ EMPLOYER ID# \_\_\_\_\_

JOB LOCATION (ADDRESS & PHONE) \_\_\_\_\_

CONTACT PERSON (NAME & TITLE), MAILING ADDRESS \_\_\_\_\_

JOB TITLE: This title **MUST** correspond with a title and matching wage band listed on the reverse of this form. Conflicting information will cause delays in the processing of this form. Unclear job titles that cross wage bands will be held for clarification. Levels of experience and required supervision over the position differentiate the wage bands. Please contact our office if you have questions regarding the assignment of job titles.

JOB TITLE: \_\_\_\_\_

JOB DUTIES: Provide a detailed description of the duties associated with this job title. Include the level of prior experience or training necessary to perform the job. (You may attach a separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEVEL OF SUPERVISION the position receives (check one) - must correlate with wage bands listed on reverse:

- Closely supervised                       No supervision/may supervise other staff  
 Moderately supervised  
 Little supervision

Are your services available to the public (not only for USM students, faculty and staff) as a Community Service?  Yes  No

Please add this position to the FWS Job List available to students for :     Summer                       Academic Year

**Please return completed form to Financial Aid**

Financial Aid Office Use Only:

Revised 4/23/04

- Wage Band     1 - \$7.75  
                   2 - \$8.50  
                   3 - \$9.25  
                   4 - \$10.00

Community Service:  Yes     No  
Notification Sent:

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By/Date: \_\_\_\_\_

## APPROVED FEDERAL WORK-STUDY WAGE BANDS AND JOB TITLES

### **☞ WAGE BAND 1 - BASE PAY RATE \$7.75 - effective Summer 2005**

Represents entry level positions, although student may have some knowledge & skills to do the job. Tasks are routine with some training provided. Employee is closely/moderately supervised.

Aide	Computer Operator	Secretary
Athletic Trainer	Control Room Assistant I	Security Guard
Attendant	Note Taker	Technician
Clerk	Receptionist	Trainee
Computer Consultant I	Remote Site ITV Aide	TV Production Assistant I
Computer Data Entry	Photographer	Typist

### **☞ WAGE BAND 2 - BASE PAY RATE \$8.50 - effective Summer 2005**

Student proficient at assigned tasks with advanced knowledge from previous employment or educational experience. Little training or supervision needed.

Assistant	Intern I	System Consultant
Athletic Coach	Maintenance (building, grounds, mechanical)	Tour Guide I
Athletic Trainer II	Specialist	Translator
Computer Consultant II	Painter	Tutor
Computer Programmer Aide	Peer Advising Assistant	TV Production Assistant II
Control Room Assistant II	Projectionist	
Graphic Artist		

### **☞ WAGE BAND 3 - BASE PAY RATE \$9.25 - effective Summer 2005**

Student has had significant training to work without supervision and use independent judgement. May supervise other student employees.

Artist	Control Room Assistant III	Recording Technician
Accompanist - Music	Counselor	Research Analyst
Associate	Grader Exams	Social Worker
Athletic Referee	Intern II	Supervisor
Athletic Trainer III	Law Clerk	Tour Guide II
Broadcast Announcer	Maintenance - Carpenter	Translator II
Computer Consultant III	Peer Advisor	TV Production Assistant III
Computer Programmer	Public Safety Officer	

### **☞ WAGE BAND 4 - BASE PAY RATE \$10.00 -effective Summer 2005**

Student is considered "expert". Only students with technical expertise and/or function in supervisory role are assigned to this pay rate.

Associate II	Coordinator	Legal Research
Athletic Trainer IV	Director	Manager
Cartographer	Editor	Model
Computer Consultant IV	Instructor	TV Production Asst IV
Computer Systems Analyst	Intern III	