

Student Employee Salary Schedule

Effective 1-1-2024

Category	Eligibility	Rate of Pay
Student Assistant – District Funded	District-funded student jobs are open to any student who is enrolled in at least 6 units at San Jose City College or Evergreen Valley College and who meets the academic eligibility requirements (see below).	\$18.00 per hour
Federal Work-Study (FWS) Student Assistant	FWS jobs are open to students who have submitted a FAFSA, demonstrates financial need, and meet federal student aid eligibility requirements.	\$18.00/\$19.00 per hour (FWS Student Assistant can only earn up to the Federal Work-Study award amount they are given.)
CalWORKS Student Assistant	CalWORKS jobs are open to CalWORKS students who meet certain eligibility requirements.	\$18.00 per hour
Learning-Aligned Employment Program (LAEP) Student Assistant LAEP Institutional Flyer (ca.gov)	LAEP jobs are open to students who are from underrepresented backgrounds and meet eligibility requirements.	\$18.00 or up to the funding partner pay schedule

JOB DUTIES

Duties are those which may be readily learned by an individual with limited or no previous knowledge or experience in the work assignment. Under supervision and after training, performs any of a variety of repetitive clerical or manual duties in an assigned campus department or program. Works under close supervision and receives training on the job.

QUALIFICATIONS

Education: Completion of formal or informal education sufficient to assure the ability to read, write, and speak at the level required for successful job performance.

Experience: No experience required.

Ability to: Understand and carry out written and oral directions; learn basic job routines after training; learn to operate tools and equipment accurately and safely after training; work cooperatively with others; lift and carry supplies and objects if required of specific job assignment.

ACADEMIC REQUIREMENTS

1. Fall & Spring Sessions: All student employees must be enrolled in six (6) or more units to be eligible for student employment. (NOT TO EXCEED 20 HOURS/WEEK TOTAL)
2. Summer Sessions: All student employees must be enrolled in three (3) or more units to be eligible for student employment. (NOT TO EXCEED 34 HOURS/WEEK TOTAL)

Board Approval: 12/14/2021;12/20/2022,12/12/2023