Federal Work-Study Program
SEMS Job Level Descriptions & Wage Rates
(Student Employment Management System)

Each SEMS job listing must be assigned a job level. Each level has its own description and range of wage rates.

Level I ($7.15 - $7.65)
Entry-level job requiring basic skills attained through on the job training. No previous work experience or course work required. Duties are those which may be readily learned by an individual with limited or no previous knowledge or experience in the work assignment. Responsibilities may require knowledge of basic organizational or technical skills, operation of simple office equipment or perform routine tasks. Regular supervision, with little independent decision-making.

Level II ($7.65 - $8.10)
Basic skills acquired through some previous work experience, training and/or completion of related course work. Responsibilities may require knowledge of basic organizational and/or more technical skills, operation and accountability for more complex equipment or routine tasks. Some independent decision-making.

Level III ($8.10 - $9.40)
Requires advanced skills. Prior work experience and/or completion of related course work. Responsibilities may include data analysis, independent supervision or coordination of programs and/or projects involving complex equipment or analysis of data. Often requires the ability to communicate skills or expertise to others. Can include regular supervision of other student employees and limited on site supervision.

Level IV ($9.40 - $12.80)
Highly developed skills, completion of related upper-level course work or graduate-level course work maybe required. Responsibilities can include regular independent supervision and/or coordination of programs and/or projects involving highly complex equipment, analysis of data. Often requires the ability to communicate skills or expertise to others. Regular independent decision-making. The decisions of students in these positions could directly affect the operation and success of the project or program. Limited, if any, supervision.