<table>
<thead>
<tr>
<th>EBS Object Abbreviation</th>
<th>EBS Object Name</th>
<th>Job Description</th>
<th>Pay Grade</th>
<th>Pay Minimum</th>
<th>Pay Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>Student Animal/Veterinary Assistant I</td>
<td>Clerics, feeds, and cares for animals by cleaning cages; observes animals for health conditions that may require attention. Gives injections or mild medication to animals. Assists with upkeep of areas by washing and disinfecting walls and floors and maintaining supplies and equipment.</td>
<td>1</td>
<td>9.25</td>
<td>13.58</td>
</tr>
<tr>
<td>00000010</td>
<td>Student Animal/Veterinary Assistant II</td>
<td>Works under the supervision of Veterinarian or Licensed Veterinary Technician; performs duties related to general care of hospitalized animals and assists in the emergency care of animals. Previous training, knowledge and/or experience required.</td>
<td>2</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000015</td>
<td>Student Animal/Veterinary Assistant PP</td>
<td>Maintains athletic areas including public skating, open hockey, racquetball courts, weight rooms, exercise fitness areas, basketball and volleyball gymnasiums, and running tracks. Provides assistance at intercollegiate athletic events, such as ball staging, operating clocks/scoreboards, and ticket sales/collection. Works at summer sport camps in a general capacity which may include instructing, demonstrating, officiating and checking on camps.</td>
<td>3</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000020</td>
<td>Student Athletics/Recreation Assist I</td>
<td>Oversees athletic areas including ice arenas, pro shop, training rooms and weight rooms. Serves in lead capacity at intercollegiate athletic events. Assists with recreation program development. Schedules ice time and orders pro shop items. Works at summer sport camps in a general capacity which may include instructing, demonstrating, officiating and checking on camps.</td>
<td>3</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000030</td>
<td>Student Athletics/Recreation Assist II</td>
<td>Assists with athletic areas to include public skating, open hockey, racquetball courts, weight rooms, exercise fitness areas, basketball and volleyball gymnasiums, and running tracks; provides assistance at intercollegiate athletic events, such as ball staging, operating clocks/scoreboards, ticket sales/collection; works at summer camp in a general capacity which may include instruction, demonstration, officiating and checking on camps. May oversee athletic areas to include ice arenas, pro shop, training rooms and weight rooms; serves in lead capacity at intercollegiate athletic events, assists with program development, schedules ice time, orders pro shop items, works at summer camp in a general capacity which may include instruction, demonstration, officiating and checking on camps. Serves in lead capacity at intercollegiate athletic events.</td>
<td>3</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000035</td>
<td>Student Athletics/Recreation Assist PP</td>
<td>Performs routine clerical support to academic or administrative units. Answers telephone, makes copies, performs data entry and filing, runs errands, greets visitors, processes mail, receives money, makes change, and accounts for funds received for customer purchases. Assists in maintaining records and accounts.</td>
<td>4</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000040</td>
<td>Student Clinical Assistant I</td>
<td>Performs routine clerical support to academic or administrative units. Answers telephone, makes copies, performs data entry and filing, runs errands, greets visitors, processes mail, receives money, makes change, and accounts for funds received for customer purchases.</td>
<td>2</td>
<td>9.25</td>
<td>13.58</td>
</tr>
<tr>
<td>00000050</td>
<td>Student Clinical Assistant II</td>
<td>Performs routine clerical support to academic or administrative units. Answers telephone, makes copies, performs data entry and filing, runs errands, greets visitors, processes mail, receives money, makes change, and accounts for funds received for customer purchases.</td>
<td>2</td>
<td>9.25</td>
<td>13.58</td>
</tr>
<tr>
<td>00000060</td>
<td>Student Clinical Assistant III</td>
<td>Provides experienced clerical support to academic or administrative units. Organizes and completes project assignments, organizing events, conducting presentations or workshops, creating and maintaining records, interviewing and preparing reports and other duties assigned by supervisor.</td>
<td>3</td>
<td>14.26</td>
<td>23.75</td>
</tr>
<tr>
<td>00000070</td>
<td>Student Food Service Assistant I</td>
<td>Provides food service preparation support including assembly sandwiches, steaming vegetables, using fryer, cleaning equipment, ensuring proper food storage, and icing and decorating cakes. Checks meal cards, busses tables, and cleans and maintains dining room facilities. Serves banquet foods. Greets customers, takes reservations, and seats customers. Mixes and serves a variety of alcoholic and non-alcoholic beverages. Participates in the cleaning of livestock and prepares cuts of meat.</td>
<td>2</td>
<td>9.25</td>
<td>13.58</td>
</tr>
<tr>
<td>00000080</td>
<td>Student Food Service Assistant II</td>
<td>Provides experienced food service preparation support including assembling sandwiches, steaming vegetables, using fryer and decorating cakes, preparing cuts of meats, and using fryers and ovens. Cleans equipment, utensils and counter tops, gathers stock, and ensures proper food storage. Trains new student employees. Provides knowledge and/or experience required, advanced cooking skills, and ability to train other students. Serves as a point of contact for technical issues with members of the media. Provides experienced food service preparation support including assembly sandwiches, steaming vegetables, using fryer and decorating cakes, preparing cuts of meats, and using fryers and ovens.</td>
<td>3</td>
<td>11.56</td>
<td>17.66</td>
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<tr>
<td>00000090</td>
<td>Student Grounds/Horticulture Assistant I</td>
<td>Perform duties related to general care of hospitalized animals and assists in the emergency care of animals.</td>
<td>2</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000100</td>
<td>Student Grounds/Horticulture Assistant II</td>
<td>Performs routine clerical support to academic or administrative units. Answers telephone, makes copies, performs data entry and filing, runs errands, greets visitors, processes mail, receives money, makes change, and accounts for funds received for customer purchases.</td>
<td>1</td>
<td>9.25</td>
<td>13.58</td>
</tr>
<tr>
<td>00000110</td>
<td>Student Health Care Assistant I</td>
<td>Operates or assists in the operation of computers and software applications; maintains equipment; and assists students with computer programming problems. Assists in procuring and grading tests; and distributes instructional material. Reproduces graphic art and text copy using computer/scanner to design and update web pages. Operates television equipment for live and videotaped productions; assists in television production such as staging, lighting, and sound; and prepares classrooms for playback of videotaped material. May require knowledge of appropriate computer applications related to the area of employment.</td>
<td>3</td>
<td>9.25</td>
<td>13.58</td>
</tr>
<tr>
<td>00000130</td>
<td>Student Info Tech Assistant I</td>
<td>Operates computers and uses maintenance software applications; maintains equipment; and assists students with computer programming problems. Assists in procuring and grading tests; and distributes instructional material. Designs, develops and/or reproduces graphic art and text copy using computer/scanner to design and update web pages. Operates television equipment for live and videotaped productions; assists in television production such as staging, lighting, and sound; and prepares classrooms for playback of videotaped material. May require knowledge of appropriate computer applications related to the area of employment.</td>
<td>2</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000140</td>
<td>Student Info Tech Assistant II</td>
<td>Operates computers and uses maintenance software applications; maintains equipment; and assists students with computer programming problems. Assists in procuring and grading tests; and distributes instructional material. Designs, develops and/or reproduces graphic art and text copy using computer/scanner to design and update web pages. Operates television equipment for live and videotaped productions; assists in television production such as staging, lighting, and sound; and prepares classrooms for playback of videotaped material. May require knowledge of appropriate computer applications related to the area of employment.</td>
<td>2</td>
<td>11.56</td>
<td>17.66</td>
</tr>
<tr>
<td>00000150</td>
<td>Student Info Tech Assistant III</td>
<td>Operates computers and uses maintenance software applications; maintains equipment; and assists students with computer programming problems. Assists in procuring and grading tests; and distributes instructional material. Designs, develops and/or reproduces graphic art and text copy using computer/scanner to design and update web pages. Operates television equipment for live and videotaped productions; assists in television production such as staging, lighting, and sound; and prepares classrooms for playback of videotaped material. May require knowledge of appropriate computer applications related to the area of employment.</td>
<td>3</td>
<td>14.26</td>
<td>23.75</td>
</tr>
<tr>
<td>00000160</td>
<td>Student Info Tech Assistant IV</td>
<td>Operates computers and uses maintenance software applications; maintains equipment; and assists students with computer programming problems. Assists in procuring and grading tests; and distributes instructional material. Designs, develops and/or reproduces graphic art and text copy using computer/scanner to design and update web pages. Operates television equipment for live and videotaped productions; assists in television production such as staging, lighting, and sound; and prepares classrooms for playback of videotaped material. May require knowledge of appropriate computer applications related to the area of employment.</td>
<td>3</td>
<td>14.26</td>
<td>23.75</td>
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Job Description

0000320 Student Media/Comm Assistant III
Performs prepared and edits broadcast material including news, public affairs, or music programs by recording broadcast audio files. Contacts police and fire departments to gather facts for news stories. Arranges programs on the air. Assists in the set up and operation of various audio visual equipment. Performs preventative maintenance on equipment. Maintains records on equipment usage. Assists staff in essential departmental operations. Takes groups of people to various locations on campus; describes facilities and their uses; answers questions about departments to gather facts for news stories. Provides telephone directory assistance by providing resident phone numbers and answering emergency calls for repairs. Works on major or minor equipment and repair work. Must be able to perform duties without close supervision.

0000300 Student Media/Comm Assistant I
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000210 Student Labor Assistant I
Performs routine semi-skilled maintenance and repair work in areas of carpentry, painting, plumbing, heating, lighting and general mechanics to buildings and facilities. Dispenses automotive fuel, records sales, washes vehicles, drives all types and sizes of vehicles. Must possess a valid driver's license.

0000250 Student Lead Worker II

0000240 Student Lead Worker I
Performs a lead worker over student employees at a level I classification. May be responsible for multiple areas at one time. Responsibilities include providing direction, planning daily tasks, inspecting assigned work; transporting staff to work sites, and training student staff. Performs hands-on work related to the area of employment.

0000260 Student Library Assistant I
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000220 Student Labor Assistant III
Performs advanced laboratory techniques and tasks related to specific research projects. Prepares reports and proposals. Performs statistical analysis of data. Requires the ability to evaluate and use independent judgment. Instructs and leads students.

0000230 Student Labor Assistant II
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000200 Student Maintenance Assistant I
Performs routine semi-skilled maintenance and repair work in areas of carpentry, painting, plumbing, heating, lighting and general mechanics to buildings and facilities. Dispenses automotive fuel, records sales, washes vehicles, drives all types and sizes of vehicles. Must possess a valid driver's license.

0000280 Student Maintenance Assistant I
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000270 Student Maintenance Assistant II
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000330 Student Media/Comm Assistant III
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000310 Student Media/Comm Assistant II
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000300 Student Media/Comm Assistant I
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.

0000290 Student Maintenance Assistant II
Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Transfers appliances and other furniture where necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets. Operates cars and trucks for the purpose of delivering supplies and driving staff or guests of the University. Responsible for checking the condition and reporting the need for service of the vehicle. Must meet M/S driver certification requirements.
Student Research Assistant IV
Assists faculty or staff members in higher-level departmental operations including organizing and completing project assignments, preparing reports, creating and maintaining records, conducting presentations or workshops, and interviewing and leading student employees. (pay grade: 17.66, pay minimum: 91.00, pay maximum: 91.00)

Student Research Assistant V
Assists faculty or staff members in higher-level departmental operations including organizing and completing research or project assignments, preparing reports, creating and maintaining records, conducting presentations or workshops, and interviewing and leading student employees. (pay grade: 17.66, pay minimum: 91.00, pay maximum: 91.00)

Student Research Assistant PP
Clans and cares for laboratory equipment; assists in the general care of animals or specimens by handling live animals, cleaning cages, maintaining professional health standards to USDA standards. Monitors and records research data, checks on animal population, maintains laboratory area. Collects and codes data; prepares reports. Assembles, maintains and operates laboratory or experimental equipment; performs experiments; makes laboratory tests, orders supplies and materials; analyzes, correlates and interprets data; prepares reports. Performs advanced laboratory techniques and tasks related to specific research projects. (pay grade: 17.66, pay minimum: 91.00, pay maximum: 91.00)

Student Restaurant Server
Takes orders for meals to be served in dining rooms, serves guests, calculates stemmed charges, keeps assigned area of dining room neat and clean. (pay grade: 7.51, pay minimum: 9.55, pay maximum: 11.56)

Student Safety/Security Assistant I
Controls access to non-public areas, enforce safety regulations, and secures equipment. Assists in the control of motor vehicles on campus by enforcing parking regulations; Operates police radios and dispatches patrol vehicles. Answers telephones and provides information to the public. Files, sorts and maintains records. (pay grade: 9.25, pay minimum: 13.58, pay maximum: 13.58)

Student Safety/Security Assistant II
Performs security measures through surveillance and active attention to store customers. Prepares reports, attends court proceedings if necessary. Impounds vehicles and bicycles with prior approval. Recognizes and reports safety and security problems. Requires the ability to evaluate situations correctly, use independent judgment. Weekend and/or night shifts are required. (pay grade: 11.56, pay minimum: 17.66, pay maximum: 17.66)

Student Special Events Assistant I
Prepares and displays concession-type food in concession areas. Transports, stores and maintains supplies, equipment and materials. Receives money and makes change and accounts for sales by using cash register. Maintains inventory. Keeps work area clean during operation and cleans area after events. Takes tickets from patrons as they enter facility for an event; directs and assists patrons into proper seats; and assists patrons with wheelchairs if necessary. Distributes programs and ensures safety rules are obeyed. Provides directions to various facilities. (pay grade: 9.25, pay minimum: 13.58, pay maximum: 13.58)

Student Special Events Assistant II
Assists at large and small concerts and theatrical events. Loads and unloads trucks, moves equipment, sets up light and sound equipment, and transports materials. Trains student staff and inspects assigned work. Transports staff to work sites. (pay grade: 11.56, pay minimum: 17.66, pay maximum: 17.66)

Student Technical Assistant I
Performs field measuring, creates architectural drawings. Provides design services for ergonomic chairs, window treatments, upholstery, carpet, and furniture. Manages clients on campus, industry representatives, and contractors concerning estimates and installations. Sets up, inspects, operates, maintains, repairs and adjusts electronic lighting or power equipment. Records data, computes data and statistics, and develops graphs and charts. (pay grade: 11.56, pay minimum: 17.66, pay maximum: 17.66)

Student Technical Assistant II

Student Technical Assistant III
Conducts statistical analyses and consults with researchers and others. Assembles and codes data. Maintains files and records. May lead other student employees. Requires the ability to work independently and use own judgment. (pay grade: 19.02, pay minimum: 30.20, pay maximum: 30.20)

Student Telemarketing Assistant I
Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Hrs may include evenings and/or weekends. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Telemarketing Assistant II
Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Assists supervisory staff in improving solicitation skills of newly hired representatives, and contractors concerning estimates and installations. Sets up, inspects, operates, maintains, repairs and adjusts electronic lighting or power equipment. Records data, computes data and statistics, and develops graphs and charts. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Telemarketing Assistant III
Performs telemarketing. Makes cold calls, sets up and tests equipment, and maintains and operates equipment; performs experiments; makes laboratory tests, orders supplies and materials; analyzes, correlates and interprets data; prepares reports. Performs advanced laboratory techniques and tasks related to specific research projects. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Telemarketing Assistant IV
Tutors individuals in private sessions or small groups in a specific subject matter to promote learning in basic or advanced academic subject areas. Requires knowledge of subject area content and skills beyond that of a Level II. Assists with proctoring tests and maintaining records. May lead student staff. (pay grade: 14.26, pay minimum: 23.77, pay maximum: 23.77)

Student Undergrad Ed/Tech Assist I
Performs data on an as-needed basis to include studying, typing reports, and grading papers. Works on projects outside of normal business hours, works overnight at sports camps, and performs at special events. (pay grade: 19.02, pay minimum: 30.20, pay maximum: 30.20)

Student Undergrad Ed/Tech Assist II
Assists at large and small concerts and theatrical events. Loads and unloads trucks; moves equipment; sets up light and sound equipment; transports materials from 50– 100 pounds. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Undergrad Ed/Tech Assist III
Tutors individuals in private sessions or small groups in a specific subject matter to promote learning in basic or advanced academic subject areas. Requires knowledge of subject area content and skills beyond that of a Level II. Assists with proctoring tests and maintaining records. May lead student staff. (pay grade: 14.26, pay minimum: 23.77, pay maximum: 23.77)

Student Undergrad Ed/Tech Assist IV
Tutors individuals in private sessions or small groups in a specific subject matter to promote learning in basic or advanced academic subject areas. Requires knowledge of subject area content and skills beyond that of a Level II. May require an advanced degree. Assists with proctoring tests, keeping records, and arranging and distributing materials for instructional and departmental purposes. (pay grade: 19.02, pay minimum: 30.20, pay maximum: 30.20)

Student Undergrad Ed/Tech Assist PP
Tutors individuals in private sessions or group sessions to promote learning in basic academic subject areas; knowledge of subject area content acquired through academic class work and/or previous experience as a tutor. Responds as a simulated patient in a medical interview situation directed by student physicians. Provides feedback regarding the interviewer's techniques. Models and assigns for art class. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Research Assistant I
Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Hrs may include evenings and/or weekends. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Research Assistant II
Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Assists supervisory staff in improving solicitation skills of newly hired representatives, and contractors concerning estimates and installations. Sets up, inspects, operates, maintains, repairs and adjusts electronic lighting or power equipment. Records data, computes data and statistics, and develops graphs and charts. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)

Student Research Assistant III
Performs telemarketing. Makes cold calls, sets up and tests equipment, and maintains and operates equipment; performs experiments; makes laboratory tests, orders supplies and materials; analyzes, correlates and interprets data; prepares reports. Performs advanced laboratory techniques and tasks related to specific research projects. (pay grade: 9.25, pay minimum: 15.95, pay maximum: 15.95)