

# Effective 01/01/2022

EBS Object Abbreviation	EBS Object Name	Job Description	Pay Grade	Pay Minimum	Pay Maximum
D000000	Student Animal/Veterinary Assistant I	Cleans, 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.	1	\$9.87	\$15.27
D000010	Student Animal/Veterinary Assistant II	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.	2	\$13.00	\$19.86
D000015	Student Animal/Veterinary Assistant PP	Cleans, feeds, and cares for animals by cleaning cages; observes animals for health conditions that may require attention; gives injections or mild medication to animals. Tests animals; assists with upkeep of area by washing walls and floors, disinfecting areas; maintain supplies and equipment; performs related tasks as assigned. May work under the supervision of Veterinarian or Licensed Veterinary Technician, perform duties related to general care of hospitalized animals and assists in the emergency care of animals.	30	\$0.00	\$0.00
D000020	Student Athletics/Recreation Assist I	Monitors 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 shagging, 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 campers.	1	\$9.87	\$15.27
D000030	Student Athletics/Recreation Assist II	Oversees athletic areas including ice arena, 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 campers. Sets up and maintains facilities and equipment. Previous experience within the specific area assigned.	2	\$13.00	\$19.86
D000035	Student Athletics/Recreation Assist PP	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 shagging, operating clocks/scoreboards, ticket sales/collection; works at summer camp in a general capacity which may include instruction, demonstration, officiating and checking on campers. May oversee athletic areas to include ice arena, 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 campers. Sets up and maintains facilities and equipment.	30	\$0.00	\$0.00
D000040	Student Clerical Assistant I	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.	1	\$9.87	\$15.27
D000050	Student Clerical Assistant II	Performs a wide range of clerical support to academic or administrative units requiring knowledge of department functions. Maintains and processes departmental records and/or accounts and prepares routine reports. Processes billings, receives money, makes change, and accounts for funds received. Answers telephone and provides requested information, compiles and prepares materials, runs departmental errands, greets visitors, and processes mail. Completes project assignments; organizes events, and performs other duties assigned by supervisor.	2	\$13.00	\$19.86
D000060	Student Clerical Assistant III	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.	3	\$16.04	\$26.74

D000070	Student Food Service Assistant I	Provides food service preparation support including assembling 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 food. Greets customers, takes reservations, and seats customers. Mixes and serves a variety of alcoholic and non-alcoholic beverages. Participates in the slaughtering of livestock and prepares cuts of meat.	1	\$9.87	\$15.27
D000080	Student Food Service Assistant II	Provides experienced food service preparation support including assembling sandwiches, steaming vegetables, icing 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. Previous training, knowledge and/or experience required, advanced cooking skills, and ability to train other students.	2	\$13.00	\$19.86
D000090	Student Grounds/Horticulture Assist I	Plants and transports flowers, shrubs, trees, etc.; unloads materials, prepares soils for different plants and greenery by tilling beds, and edging and raking beds. Cultivates, weeds, waters and fertilizes plants. Picks fruit and vegetables and crates them for sale, storage or examination. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas, cuts. Waters and maintains golf course greens, fairways, roughs, and trees. Cleans equipment, performs daily greasing, and checks oil and fuel levels of equipment. Performs snow and leaf removal.	1	\$9.87	\$15.27
D000100	Student Grounds/Horticulture Assist II	Waters, weeds and fertilizes plants; prepares soil mixtures by tilling beds and adding soil and amendments to beds; edges and rakes beds; maintains environmental growth chambers. Performs related maintenance work such as mowing, painting, performing basic repair of irrigation equipment and tools. Maintains University outdoor areas including grounds, roads, sidewalks, and other paved or unpaved areas; performs snow and leaf removal. Performs landscape drafting, landscape layout, and quantity estimating. Performs landscape architectural layout work commensurate with student skills. May be required to do independent or team field work in surveying. Requires a working knowledge of operation and preventative maintenance and the ability to analyze malfunctions for repairs.	2	\$13.00	\$19.86
D000110	Student Health Care Assistant I	Supports and maintains the health needs of patients under the supervision of registered nurse. Prepares and maintains related equipment and records. Assists regular faculty or staff in essential departmental operations which may include communicating with patients, scheduling appointments, checking in patients, taking patient information, completing encounter forms and handling money. Files, copies, enters data, and records and compiles medical stats. May involve extensive standing, walking, lifting, and exposure to communicable disease.	2	\$13.00	\$19.86
D000130	Student Info Tech Assistant I	Operates or assists in the operation of computers and software applications; maintains equipment; and assists students with computer programming problems. Assists in proctoring and grading tests; and distributes instructional material. Reproduces graphic artwork 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 editing; and prepares classrooms for playback of videotaped material. May require knowledge of appropriate computer applications related to the area of employment.	1	\$9.87	\$15.27
D000140	Student Info Tech Assistant II	Operates computers and uses/maintains software applications; maintains equipment; and designs, analyzes and authors computer programs. Assists in proctoring and grading tests; and distributes instructional material. Designs, develops and/or reproduces graphic artwork and text copy using computer/scanner to design and update web pages. Trains other student employees. Integrates slides, films, videotapes and recorded music with live presentations by faculty. Serves as technical director or floor director for television productions; assists Producer-Director in the planning and production of televised instruction and operates all television production. May require knowledge and experience in television studio production, staging, lighting, camera operation, audio control, switching and directing. Requires related experience.	2	\$13.00	\$19.86

D000150	Student Info Tech Assistant III	Designs, analyzes and authors complex programs. Operates computers and maintains/uses software and programming applications. Produces graphic artwork and text on a computer for presentations and/or publication. Maintains equipment and supplies. Schedules work to meet submission deadlines, Manages overall production of multimedia content which may include audio/video capture, editing, production and post-production work. Serves as a point of contact for technical issues with members of the media. Ensures that all multimedia content is produced with a common look and feel, consistent with key themes and in a relatively uniform voice. Produces multimedia files to support media relations. Supplements press releases to increase media attention. Supports outreach activities by producing short education videos and documenting outreach programs. Advises faculty, staff and graduate students on multimedia issues, including those related to hardware and software purchases. Requires related experience.	3	\$16.04	\$26.74
D000160	Student Info Tech Assistant IV	Creates and produces artwork on a computer, including text and graphics for presentations, publication and/or broadcast. Assists and develops multi-color work, color separations, and camera-ready output. Maintains equipment and supplies. Schedules work to meet submission deadlines. Strong writing and proofreading skills and the ability to train student employees.	4	\$21.39	\$89.27
D000210	Student Labor 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 MSU driver certification requirements.	1	\$9.87	\$15.27
D000220	Student Labor Assistant II	Sweeps, mops, and vacuums floors and stairs; washes walls and windows; empties trash; changes compactor carts; cleans bathroom walls, floors and fixtures; cleans light covers; cleans upholstery and carpet. Buffs, scrubs, and waxes floors. Operates heavy power equipment such as floor scrubbers, power sprayers, buffers, upholstery cleaning machines, small power tools and power rollers. Sets up furniture and equipment. Cleans and keeps building entrances clean of snow, dust and trash by using snow shovels and gasoline-powered snow blowers. May be required to move from building to building as work load dictates.	2	\$13.00	\$19.86
D000230	Student Labor Assistant III	Operates heavy power equipment such as floor scrubbers, power sprayers, buffers, upholstery cleaning machines, and small power tools and power rollers. Cleans and keeps building entrances clean of snow, dust and trash by using snow shovels and gasoline-powered snow blowers. May lead other student employees.	3	\$16.04	\$26.74
D000240	Student Lead Worker I	Serves as a lead worker over student employees in 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.	2	\$13.00	\$19.86
D000250	Student Lead Worker II	Functions as Lead Team Member for a team of student telemarketers. Serves as a lead worker over student employees in 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.	3	\$16.04	\$26.74
D000260	Student Library Assistant I	Performs a variety of routine library and clerical tasks under close supervision. Shelves and shifts library materials; assembles shelving units; performs shelf-reading; and cleans shelves. Maintains records and statistics. Retrieves, charges, and discharges materials. Searches specialized library databases. Answers telephones and processes mail. Labels books and performs conservation treatments. Provides directional information. Monitors building security gates. Processes library materials for binding. Assists in withdrawing, transferring, and bar-coding library materials. Checks in journals, collects money, and instruct users in use of computer catalog and CD-ROM databases. Transports library materials using a University vehicle.	1	\$9.87	\$15.27

D000270	Student Library Assistant II	Performs complex library problem-solving and tasks of a more specialized and responsible nature with little or no supervision and responds to non-routine questions from library users. Performs advanced data base searching, catalog/bibliographic data entry and maintenance. Composes letters, assists with reports and budgets, and handles orders. Assists with website; application interface; and database design, creation, programming, testing and maintenance. Assists with computer training sessions, Provides reference services in the absence of a librarian. Selects and edits materials for bibliographic instructions and compile bibliographies, Trains and supervises other student employees.	2	\$13.00	\$19.86
D000280	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, drive all sizes and types of vehicles. Must possess a valid driver's license.	1	\$9.87	\$15.27
D000290	Student Maintenance Assistant II	Uses artistic skill to build, construct, form, or create by working with wood, glass, clay, metals, fabrics, etc. Helps with care and maintenance of equipment and materials. Performs initial emergency maintenance repairs in heating, electrical and plumbing equipment. Issues keys to new tenants. Provides telephone directory assistance by providing resident phone numbers and answering emergency calls for repairs, fire and lock-outs. Must be able to perform duties without close supervision.	2	\$13.00	\$19.86
D000300	Student Media/Comm Assistant I	Assists in the preparation of broadcast material, including news, public affairs, or music programs by recording network audio feeds. Contacts police and fire departments to gather facts for news stories. Announces programs on the air. Assists in the set up and operation of various audio visual equipment. Inspects and 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 campus.	1	\$9.87	\$15.27
D000310	Student Media/Comm Assistant II	Prepares and edits broadcast material including news, public affairs, or music programs. Maintains, operates, or repairs radio and television equipment. Performs station breaks. Produces news releases, promotions, and non-technical communications. Edits materials and supervises final production. Participates in the overall process of book or journal publication. Logs and prepares manuscripts/electronic files for production; copyedits manuscripts online; updates manuscript files and processes changes. Delivers and sets up audio visual equipment; inspects and performs preventative maintenance; and assembles equipment and performs repairs. Produces artwork including text and graphics for presentations, publication and/or broadcast. Assists and develops multi-color work, color separations, and camera-ready output. Maintains equipment and supplies. Schedules work to meet submission deadlines. Photographs, develops, prints, labels and catalogs photographic materials and makes recommendations regarding best photographic methods. Leads, trains and oversees performance on other student employees.	2	\$13.00	\$19.86
D000320	Student Media/Comm Assistant III	Translates written documents from a foreign language to English or from English to a foreign language. Gathers and arranges materials and information related to technical manuals or other technical communications. Edits materials and supervises final production. Produces artwork including text and graphics for presentations, publication and/or broadcast. Assists and develops multi-color work, color separations, and camera-ready output. Maintains equipment and supplies. Schedules work to meet submission deadlines. Photographs, develops, prints, labels and catalogs photographic materials. Makes recommendations regarding best photographic methods. Performs at concerts and events for the College of Music.	3	\$16.04	\$26.74

D000330	Student Media/Comm Assistant IV	Guest musicians and camp mentors hired through the College of Music. Prepares and performs for a specific event; may include performance as a soloist or an ensemble (duo, trio, quartet, or a quintet) and are required to rehearse appropriate requested material for special events; camp mentors oversee camp activities to include: pre-camp meetings, plan activities and gather materials to lead sectional coachings/ensembles or the music theory/appreciation class; review camper information forms and speak with families/caregivers to plan appropriate activities and setting up rooms each day; plan and implement music therapy interventions for groups during camp; develop or assist with a performance at the conclusion of camp; help evaluate students and assign them to bands; when appropriate provide tablature/lyrics/audio recording for each student; help with instruction time and sectional; assists in rehearsals as needed; assist with equipment moving and set up as needed; supervise campers during lunch and breaks.	4	\$21.39	\$89.27
D000335	Student Media/Comm Assistant PP	Assists in the preparation of broadcast material, including news, public affairs, or music programs by recording network audio feeds. Contacts police and fire departments to gather facts for news stories. Announces programs on the air. Assists in the set up and operation of various audio visual equipment. Inspects and performs preventative maintenance maintaining 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 campus. Prepares and edits broadcast material including news, public affairs, or music programs. Maintains, operates, or repairs radio and television equipment. Performs station breaks. Produces news releases, promotions, and non-technical communications. Participates in the overall process of book or journal publication. Logs, prepares, updates and copyedits manuscripts/electronic files for production. Produces artwork including text and graphics for presentations, publication and/or broadcast. Assists and develops multi-color work, color separations, and camera-ready output. Schedules work to meet submission deadline. Photographs, develops, prints, labels and catalogs photographic materials. Makes recommendations regarding best photographic methods. Translates written documents from a foreign language to English or from English to a foreign language. Gathers and arranges materials and information related to technical manuals or other technical communications. Edits materials and supervises final production. Performs at concerts and events for the College of Music.	30	\$0.00	\$0.00
D000340	Student Research Assistant I	Cleans 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.	1	\$9.87	\$15.27
D000350	Student Research Assistant II	Cleans 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. Assembles, maintains and operates laboratory or experimental equipment; performs experiments; makes laboratory tests, orders supplies and materials; analyzes, correlates and interprets data; prepares reports.	2	\$13.00	\$19.86
D000360	Student Research 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.	3	\$16.04	\$26.74
D000370	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.	4	\$21.39	\$89.27
20001495	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. *Disclaimer: Job title only for summer 2014 and summer 2015 is yet to be determined.*	5	\$26.77	\$102.37

D000375	Student Research Assistant PP	Cleans 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.	30	\$0.00	\$0.00
D000380	Student Restaurant Server	Takes orders for meals to be served in dining rooms; serves guests; calculates itemized charges; keeps assigned areas of dining room neat and clean.	29	\$8.44	\$10.74
D000390	Student Safety/Security Assistant I	Controls access to non-public areas, enforces 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.	1	\$9.87	\$15.27
D000400	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.	2	\$13.00	\$19.86
D000410	Student Special Events Assistant I	Prepares and dispenses 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.	1	\$9.87	\$15.27
D000420	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.	2	\$13.00	\$19.86
D000430	Student Technical Assistant I	Performs field measuring. Creates architectural drawings. Provides design services for ergonomic chairs, window treatments, upholstery, carpet, and furniture. Meets with 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.	2	\$13.00	\$19.86
D000440	Student Technical Assistant II	Records data. Computes data and statistics. Performs various forms of drafting. Maintains, sets up and tests equipment and materials. Conducts instrument readings. Prepares reports and estimates.	3	\$16.04	\$26.74
D000450	Student Technical Assistant III	Conducts statistical analyses and confers 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.	4	\$21.39	\$89.27
D000460	Student Telemarketing Assistant I	Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Hours may include evenings and/or weekends.	1	\$9.87	\$15.27
D000470	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 telemarketers. Assists with setting-up shifts and assigning telemarketers in and out for shift period. Hours may include evenings and/or weekends.	2	\$13.00	\$19.86
D000530	Student Telemarketing Assistant III	Solicits annual donations from Michigan State University alumni for collegiate and University-wide fund raising campaigns. Assists supervisory staff in improving solicitations skills of newly hired telemarketers. Assists with setting-up shifts and assigning telemarketers in and out for shift period. Requires a minimum of 1-2 years experience as a Telemarketing Assistant I or II. Advanced skill set to call specialized list of alumni and friends. Hours may include evenings and/or weekends.	3	\$16.04	\$26.74
D000480	Student Undergrad Edu/Teach Assist I	Tutors individuals in a specific subject matter in group sessions to promote learning in basic academic subject areas. Responds as a simulated patient in a medical interview situation directed by student physicians. Provides feedback regarding the student's interviewing techniques	1	\$9.87	\$15.27

D000490	Student Undergrad Edu/Teach Assist II	Tutors individuals in a specific subject matter in private sessions to promote learning in basic academic subject areas. Requires 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 student's interviewing techniques. Models and poses for art class.	2	\$13.00	\$19.86
D000500	Student Undergrad Edu/Teach 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.	3	\$16.04	\$26.74
D000510	Student Undergrad Edu/Teach 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.	4	\$21.39	\$89.27
D000515	Student Undergrad Edu/Teach Assist PP	Tutors individuals in a specific subject matter in private 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 student's interviewing techniques. Models and poses for art class. Assists with proctoring tests and maintaining records.	30	\$0.00	\$0.00
TOC title used	Stage Hand	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.			
D000520	Student On-Call 24h Assistant PP	Performs duties on an on-call basis to include study abroad, rating tapes, and grading papers. Works on projects outside of normal business hours, works overnight at sports camps, and performs at special events.	30	\$0.00	\$0.00
	Student Intern I - IV & PP/NP	Grade level will depend on job responsibilities assigned to the intern and should be consistent with appropriate student job title			