

2018 Student Wage Scale

Effective January 1, 2018

		1st Year	2nd Year	3rd Year
Level A	General	\$11.00	\$11.50	\$12.00
Level B	Skilled	\$13.00	\$13.50	\$14.00
Level C	Specialist	\$15.00	\$15.50	\$16.00

The wage scale is set by these criteria:

- Level of skills required, including special skills
- Level of experience/training required
- Level of independent work, confidentiality and peer supervision
- Level of mental activity
- Level of accountability

Student Wage Level Definitions

LEVEL A - GENERAL:

Includes all entry-level student jobs that do not require previous training or special skills other than basic computer skills. Requires minimum and finite on-the-job training.

Examples include: *Office Assistants, Library Assistants, Receptionists, Event support, AV Support, IT Support*

LEVEL B - SKILLED:

Includes positions that require a higher level of responsibility and independence. Requires some previous training or experience. Positions may offer extensive on-the-job training or require certification. Students may be responsible for an aspect of a program.

Examples include: *Web Assistants, Research Assistants, Data Analysts, Digital Media Developers, and Teaching Assistants*

LEVEL C - SPECIALIST:

Requires extensive previous experience, highly specialized skills or on-going training. Position might be responsible for the coordination of an entire program, or the leadership or execution of a significant project.

Examples include: *Web specialists/developers, program coordinators, project managers, translators, localization managers*

Any position that clearly requires a higher pay rate outside of the set levels because of experience and levels of technical expertise required will be managed through Human Resources on a case-by-case basis. Compensation for these positions will be based on the Staff Compensation Program and placed within the MIIS Staff Ranges according to the job duties, responsibilities, and required skills outlined in the position job description.

The Student Wage Scale does not apply to professionally qualified students who are hired in lieu of adjunct faculty to teach or tutor students enrolled in educational programs at the Institute, or who administer language programs.

Annual Raise Increase

A student can progress within a level by returning to the same position the following academic year. A student must have worked a minimum of 25 hours during a previous academic year in the same position to receive the increase indicated on the wage scale.

The increase is not contingent upon Student Evaluations. However, if a student qualifies and a supervisor wishes to deny the annual increase, the supervisor must provide the student clear written feedback explaining the reason for the denial. The written feedback must also be shared with the Human Resources Manager.

Pay increases may be requested by submitting an Employee Status Change form.