

Cal Poly Pomona Foundation, Inc.
STUDENT ASSISTANT SALARY SCHEDULE

	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Effective January 1, 2025	\$16.50	\$17.00	\$17.50	\$18.50	\$19.00	19.50	\$20.00	\$20.50	\$21.00	\$21.50
CHARACTERISTIC	CLASS A		CLASS B		CLASS C		CLASS D		CLASS E	
EXPERIENCE, EDUCATION OR SPECIAL SKILLS	Entry level, limited experience, education or job-related skills.		Some (i.e.: 6-months) job-related experience, and/or 2 years education, or special skills required.		Must have min 1-year specific job- related experience, and/or 3 years education, or combination.		Generally, a min of 1 year experience or direct experience working at a Franchise		Generally, min of 1-2 years' experience or direct experience working at a Franchise	
COMPLEXITY OF TASKS	Routine tasks requiring minimum orientation.		Assignments are generally more detailed.		Technical and/or administrative tasks require some reasoning or judgment. Work varies in subject matter.		Understand faucets of franchise work. Requires skills in fast food.		Advanced understanding of faucets of franchise work. Requires skills in fast food.	
LEVEL OR RESPONSIBILITY	Limited responsibility for duration of employment.		Moderate amount of assigned responsibility. Incumbent may be required to make decisions and display initiative regarding completion of tasks.		Considerable responsibility requires interpretation, reasoning, and some independent judgment.		Requires advanced responsibility and independent judgement.		Requires advanced responsibility and independent judgement. Will perform lead duties.	
DEGREE OF SUPERVISION	Under close supervision.		Under moderate supervision.		Under minimal supervision. May assume lead responsibility		Under minimal supervision. May assume lead duties.		Under minimal supervision. Will perform lead duties.	
TYPICAL DUTIES	Light typing, filing, general office clerical, answer phones, wash dishes, wait tables, custodial, grounds-work, plant care, stocking, note-taking for general education courses.		Maintain computer generated documents and spreadsheets, moderate typing and clerical work, sales, wash and sterilize equipment, set up labs, grade tests, tutor students in various class subjects, customer service, computer lab assistant.		Assist professors on research projects, assist in classroom instruction, counseling and advising peers, technical problem solving.		Work in an established franchise location based on regulations passed by state.		Work in an established franchise location based on regulations passed by state. Aid in ensuring location runs smoothly.	
TYPES OF POSITIONS but not limited to:	Clerk, receptionist, dining service, custodial, general labor, stocking.		Clerical, lab assistant, grader, tutor, notetaker for core classes, internships, custodial, lead positions.		Peer counselor, research assistant graduate assistant, working with or mixing hazardous chemicals.		Franchise crew member positions.		Franchise Lead crew member positions.	

Graduate Student Assistant

Effective January 1, 2025	Minimum: \$20.00	Maximum: \$26.90
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Note: Please be aware certain positions have physical requirements related to mobility, dexterity, verbal communication, visual, lifting various weights, environmental conditions and/or driving privileges.

Applicability: The above pay scale applies to all student positions which are not funded by a grant. Positions funded by a grant will follow the above scale when funding is available in the respective grant. However, in all cases the minimum rate or pay will be at or above the California minimum wage level.