



LIFEWORKS JOB RECLASSIFICATION CHEAT SHEET



- On-campus job hour limits: Current work hour limits (10 hrs for 1st-year students/ 12 hrs. for upperclassmen) will remain in effect.
- Off-campus (C&I) jobs and internships hour limits and pay rates will be unaffected

Job Classifications/ Pay rates*	Job Expectations	Competency Focus	Sample Job/ Titles	Hiring and Promotion Requirements (Students)	Hiring and Promotion Requirements (Supervisor)
 <p>ENTRY JOB CLASSIFICATION</p> <p>PAY RATE \$9.25</p>	<p>Work: Task-oriented, routine, semi-skilled</p> <p>Primary responsibilities may include: Administrative tasks such as data entry, filing, and answering phones; event support including logistics, ticket-taking, and set-up; facility services such as grounds maintenance, carpentry, housekeeping, or dining assistance; and specialized roles like entry-level positions tailored to specific departments (e.g., Photographer).</p> <p>Supervisor role: 100% managing work</p>	<p>We want to create meaningful work around the following:</p> <ul style="list-style-type: none"> • Professionalism • Communication • Teamwork • Diversity and Belonging 	<p>Key term: Assistant</p> <p>Example job titles-</p> <ul style="list-style-type: none"> • Office Asst. • Circulation Asst. • Groundskeeper Asst. • Research Asst. 	<p>New Students</p> <ul style="list-style-type: none"> • Incoming students must complete a Work Interest Form (& Ideally PathwayU assessments) to get a 1st LifeWorks job • Complete I9 <p>Current Students</p> <ul style="list-style-type: none"> • Apply for open Entry position 	<p>New Students</p> <ul style="list-style-type: none"> • LW assigns new students <p>Current Students-</p> <ul style="list-style-type: none"> • Entry interview to hire current students
 <p>INTERMEDIATE JOB CLASSIFICATION</p> <p>PAY RATE \$9.50</p>	<p>Work: Project- oriented, some variety, skilled</p> <p>Primary responsibilities may include: Any of the responsibilities in the Entry classification but an increased level of responsibility; supervising or managing small to mid-level projects or events, providing individual training, instructional, and/or technical support.</p> <p>Supervisor role: 75/25 managing/ mentoring</p>	<p>We want to create meaningful work around the following:</p> <ul style="list-style-type: none"> • Professionalism • Communication • Technology • Teamwork • Critical Thinking • Career & Self Development • Diversity & Belonging 	<p>Key Terms: Coordinator or Associate</p> <p>Example Job titles-</p> <ul style="list-style-type: none"> • Social Media Coordinator • Student Accountant Associate • Research Associate 	<ul style="list-style-type: none"> • Submit a CPPD approved resume when applying for position. 	<ul style="list-style-type: none"> • New hires: Intermediate job interview • Internal promotion: LifeWorks evaluation & interview



*Certain positions (i.e. resident assistants, first-year mentors, KCAB event planners, etc.) are paid a stipend instead of an hourly wage. Stipend roles will receive pay raises corresponding with their job classification.

**New Hiring and promotion requirements listed above reflect similar requirements for internships and other signature learning experiences at Berry.

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 <p>ADVANCED JOB CLASSIFICATION</p> <p>PAY RATE \$10.25 **</p>	<p>Work: People & (major) project management, highly- skilled</p> <p>Primary responsibilities may include: Any of the responsibilities in the Entry and Intermediate classification but with an increased level of responsibility; project or data management, managing other student employees, providing training or advanced instructional support.</p> <p>Supervisor role: 50/50 managing/ mentoring</p>	<p>We want to create meaningful work around the following:</p> <ul style="list-style-type: none"> • Professionalism • Technology • Critical Thinking • Leadership 	<p>Key Terms: Manager, Specialist, Lead</p> <p>Example job titles-</p> <ul style="list-style-type: none"> • Student Office Mgr. • Student team Specialist 	<ul style="list-style-type: none"> • Submit a CPPD approved resume when applying for position. • Complete a CPPD approved training 	<ul style="list-style-type: none"> • New hires: Advanced job interview • Internal promotion: SkillSurvey evaluation & interview
 <p>PRE-PROFESSIONAL JOB CLASSIFICATION</p> <p>PAY RATE \$11.50 **</p>	<p>Work: Departmental management & leadership, very highly- skilled</p> <p>Primary responsibilities may include: Any of the responsibilities in the three other classifications (Entry, Intermediate and Advanced); skilled technical, research, marketing, project or data management; mentoring and supervising other student employees. These are highly specialized positions that require advanced training and previous work experience.</p> <p>Supervisor role: 25/75 managing/ mentoring</p>	<p>We want to create meaningful work around the following:</p> <ul style="list-style-type: none"> • Critical Thinking • Leadership 	<p>Key terms: Director, Editor, Supervisor</p> <p>Example job titles-</p> <ul style="list-style-type: none"> • Enterprise Director • SGA Board Director • Career Peer Team Supervisor 	<ul style="list-style-type: none"> • Submit a CPPD approved resume when applying for position. • Complete a CPPD approved training 	<ul style="list-style-type: none"> • New hires: Pre-professional job interview • Internal promotion: SkillSurvey evaluation & interview

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