

# 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



**ENTRY  
JOB  
CLASSIFICATION**  
**PAY RATE \$9.25**



**INTERMEDIATE  
JOB  
CLASSIFICATION**  
**PAY RATE \$9.50**

**Job Classifications/ Pay rates\***

**Job Expectations**

**Competency Focus**

**Sample Job/ Titles**

**Hiring and Promotion  
Requirements (Students)**

**Hiring and Promotion  
Requirements (Supervisor)**

**Work:** Task-oriented, routine, semi-skilled

**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).

**Supervisor role:** 100% managing work

**Work:** Project- oriented, some variety, skilled

**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.

**Supervisor role:** 75/25 managing/ mentoring

**We want to create meaningful work around the following:**

- Professionalism
- Communication
- Teamwork
- Diversity and Belonging

**We want to create meaningful work around the following:**

- Professionalism
- Communication
- Technology
- Teamwork
- Critical Thinking
- Career & Self Development
- Diversity & Belonging

**Key term:** Assistant

**Example job titles-**

- Office Asst.
- Circulation Asst.
- Groundskeeper Asst.

**Key Terms:** Coordinator or Associate

**Example Job titles-**

- Social Media Coordinator
- Student Accountant Associate
- Research Asst.

**New Students**

- Incoming students must complete a **Work Interest Form** (& Ideally PathwayU assessments) to get a 1st LifeWorks job
- Complete I9

**Current Students**

- Apply for open Entry position

**New Students**

- LW assigns new students

**Current Students-**

- Entry interview to hire current students

**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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## Job Classifications/ Pay rates\*

## Job Expectations

## Competency Focus

## Sample Job/ Titles

## Hiring and Promotion Requirements (Students)

## Hiring and Promotion Requirements (Supervisor)



**ADVANCED  
JOB  
CLASSIFICATION**  
**PAY RATE \$10.25**  
\*\*\*

**Work:** People & (major) project management, highly- skilled

**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.

**Supervisor role:** 50/50 managing/ mentoring

**We want to create meaningful work around the following:**

- Professionalism
- Technology
- Critical Thinking
- Leadership

**Key Terms:** Manager, Specialist, Lead, Researcher

**Example job titles-**

- Student Office Mgr.
- Student team Specialist
- Adv. Research Lead

- Submit a CPPD approved resume when applying for position.
- Complete a CPPD approved training

- **New hires:** Advanced job interview
- **Internal promotion:** SkillSurvey evaluation & interview



**PRE-  
PROFESSIONAL  
JOB  
CLASSIFICATION**  
**PAY RATE \$11.50**  
\*\*\*

**Work:** Departmental management & leadership, very highly- skilled

**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.

**Supervisor role:** 25/75 managing/ mentoring

**We want to create meaningful work around the following:**

- Critical Thinking
- Leadership

**Key terms:** Director, Editor, SR. Researcher, Supervisor/Advisor

**Example job titles-**

- Enterprise Director
- SGA Board Director
- Lead Career Peer Advisor

- Submit a CPPD approved resume when applying for position.
- Complete a CPPD approved training

- **New hires:** Pre-professional job interview
- **Internal promotion:** SkillSurvey evaluation & interview

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