



## USM FEDERAL WORK STUDY JOB DESCRIPTION

This form must be completed in full for each job title, not each student in your office.  
Return form to USM, Student Financial Aid, 37 College Avenue, Gorham, ME 04038

DEPARTMENT/AGENCY NAME \_\_\_\_\_ EMPLOYER ID# \_\_\_\_\_

JOB LOCATION (ADDRESS) \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

**JOB TITLE:** This title **MUST** correspond with a title and matching wage band listed on page 2 of this form. Conflicting information will cause delays in the processing of this form. Unclear job titles that cross wage bands will be held for clarification. Levels of experience and required supervision over the position differentiate the wage bands. Please contact our office if you have questions regarding the assignment of job titles.

JOB TITLE \_\_\_\_\_

**Will this job title be replacing an existing approved job title?** (check one)  NO  YES  
**(if yes, please list job title to be replaced)** \_\_\_\_\_

**JOB DUTIES:** Provide a detailed description of the duties associated with this job title. Include the level of prior experience or training necessary to perform the job. (You may attach a separate sheet if necessary).

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**LEVEL OF SUPERVISION** the position receives (check one) - **MUST CORRELATE WITH WAGE BANDS LISTED ON PAGE 2:**

**CLOSELY /MODERATELY SUPERVISED**  **LITTLE SUPERVISION NEEDED**  **WORK WITHOUT SUPERVISION**

Are your services available to the public (not only for USM students, faculty & staff) as a Community Service?  **YES**  **NO**

Please add this position to the FWS Job List available to students for  Summer  Academic Year

Please return completed form to the USM Financial Aid Office, 37 College Avenue, Gorham, ME 04038

**Financial Aid Office Use Only**

Wage Band  1- \$7.75  
 2- \$8.50  
 3- \$9.25  
 4- \$10.00

Community Service  Yes  No  
Notification sent

Approved By \_\_\_\_\_ Date \_\_\_\_\_



## APPROVED FEDERAL WORK STUDY WAGE BANDS AND JOB TITLES

### WAGE BAND 1 – BASE PAY RATE \$7.75

Represents entry level positions, although student may have some knowledge & skills to do the job. Tasks are routine with some training provided. Employee is **CLOSELY/MODERATELY SUPERVISED**.

Aide	Computer Operator	Secretary
Athletic Trainer	Control Room Assistant I	Security Guard
Attendant	Note Taker	Technician
Clerk	Receptionist	Trainer
Computer Consultant I	Remote Site ITV Aide	TV Production Assistant I
Computer Date Entry	Photographer	Typist

### WAGE BAND 2 – BASE PAY RATE \$8.50

Student proficient at assigned tasks with advance knowledge from previous employment or education experience. Little training or **LITTLE SUPERVISION NEEDED**.

Assistant	Intern I	Projectionist
Athletic Coach	Maintenance (building, grounds, mechanical)	System Consultant
Athletic Trainer II	Specialist	Tour Guide I
Computer Consultant II	Painter	Translator
Computer Programmer Aide	Peer Advising Assistant	Tutor
Control Room Assistant II		TV Production Assistant II
Graphic Artist		

### WAGE BAND 3 – BASE PAY RATE \$9.25

Student has had significant training to **WORK WITHOUT SUPERVISION** and use independent judgment. May supervise other student employees.

Artist	Control Room assistant III	Recording Technician
Accompanist – Music	Counselor	Research Analyst
Associate	Grader Exams	Social Worker
Athletic Referee	Intern II	Supervisor
Athletic Trainer III	Law Clerk	Tour Guide II
Broadcast Announcer	Maintenance – Carpenter	Translator II
Computer Consultant III	Peer Advisor	TV Production Assistant III
Computer Programmer	Public Safety Officer	

### WAGE BAND 4 – BASE PAY RATE \$10.00

Student is considered “expert”. Only student with technical expertise and/or function in supervisory role are assigned to this pay rate. **WORK WITHOUT SUPERVISION**.

Associate II	Coordinator	Legal Research
Athletic Trainer IV	Director	Manager
Cartographer	Editor	Model
Computer Consultant IV	Instructor	TV Production Assistant IV
Computer Systems Analyst		