

## Temporary Work Descriptions and Corresponding Pay Rates

<p>Cashier/Stock Clerk T010 \$7.25</p>	<p>Cashier or teller window positions with the majority of transactions involving cash or regular check payments. Stock clerk work involves the receipt, storage, issuance, and care of supplies in a stockroom or warehouse. Work may also include accounting clerical duties, records, and other similar duties as assigned. Work is performed according to established departmental guidelines. As a guide, the minimum training and experience generally includes graduation from grammar school with a preference for high school graduates.</p>
<p>Office Support I T020 \$8.00</p>	<p>Work involves entry-level clerical assignments that are related to reception, public contact, word processing, spreadsheet, email, and other basic clerical skills. As a guide, minimum requirements are generally: graduation from high school, one year related experience, and demonstrated proficiency with generally accepted office software programs.</p>
<p>Office Support II T030 \$8.50</p>	<p>Work involves professional level clerical assignments that are related to reception, public contact, coordination of processes or programs, word processing, composition, spreadsheet, email, and other clerical skills. Work may require specialized knowledge of departmental programs or policies, travel reimbursements, and other UNCW specific procedures. As a guide, minimum requirements are generally: graduation from high school, two years related experience, and demonstrated ability with generally accepted office software programs. Work requires knowledge of UNCW policies and procedures or the ability apply policies and procedures to the work to be performed in the department.</p>
<p>Program, Research or Library Assistant I T050 \$9.00</p>	<p>Work involves independently performing a wide variety of administrative and program tasks that require substantial program knowledge to apply unit guidelines and program services. Reports and projects are complex and include a large number of steps, independent research, or limited analysis. Public contact involves assessing, interpreting, and problem resolution with limited authority to approve exceptions. May require special skills and/or related program experience or represent a lead worker role.</p>
<p>Program or Research Assistant II T060 \$9.50</p>	<p>Employees in this role independently perform a variety of program and administrative tasks in support of a program. Responsibilities include coordinating, planning and implementing a program component within a service delivery environment that may be a specialized program, profession or service. As a guide, minimum training and experience include graduation from high school and at least three years of office assistant/secretarial experience.</p>
<p>Housekeeper/Laborer T100 \$8.00</p>	<p>Housekeeping temporary work involves the cleaning and minor maintenance of an assigned area. Housekeeping temporaries clean dorms and offices, move furniture, and work with various cleaning chemicals. Laborers typically assist permanent landscaping services with planting flowers and plants as well as trimming grass and edging walks and driveways. Housekeeping and Laborer temporaries may perform other manual tasks as assigned. As a guide, the minimum requirement is graduation from grammar school with a preference for high school graduates with commercial cleaning/labor experience.</p>

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Property Guard II T110 \$8.00	Work involves protecting state property against damage and theft by making periodic inspections to determine if equipment, buildings, and grounds are safe from fire, thievery, and similar hazards. Irregular circumstances are reported to the proper authority. As a guide, the minimum training, certification, and experience: demonstrated ability to perform the work as described.
Property Guard I/Driver Shuttle T120 \$7.25	Work involves protecting state property against damage and theft by making periodic inspections to determine if equipment, buildings, and grounds are safe from fire, thievery, and similar hazards. Irregular circumstances are reported to the proper authority. As a guide, the minimum training, certification, and experience: driving experience, safe driving record, and appropriate North Carolina Drivers License for the weight and type of vehicle operated as required by the Department of Motor Vehicles.
Research Aide T200 \$7.25	Work typically involves preparation of media, reagents, and specimens in a research laboratory while utilizing specific guidelines or under close supervision. Work may also include handling, feeding, treating, and caring for animals used in connection with research projects. Requires general knowledge of laboratory techniques, equipment, terminology, and chemicals. As a guide, the minimum education and experience: graduation from high school.
Research Technician I T210 \$8.00	Work involves conducting experiments in a research laboratory which are mostly standardized physical, technical, or biological tests outlined by specific and standard guidelines. Very limited judgment involved in recording results. Analysis of results is usually the responsibility of higher-level technicians or Principle Investigator. May perform standardized mathematical calculations. As a guide, the minimum education and experience: high school and two years experience in laboratory work.
Research Technician II/Library Assistant II T220 \$10.50	Work involves conducting experiments in a research laboratory. Experiments are generally standardized physical, chemical, or biological in nature and performed according to established procedures. Work requires the exercise of independent judgment in planning methods, altering the physical aspects of the project setting, and applying suitable techniques and procedures based upon practical experience rather than scientific theory. May also include the preparation of written reports that indicate analyses performed and results obtained and make statistical calculations. As a guide, the minimum education and experience: generally high school and three years laboratory experience in the area of research assigned.
Librarian T221 \$15.00	Beginning level library work requiring the application of basic professional library techniques in one or more phases of library service. Work involves carrying out assigned library tasks as specifically indicated by a higher-level librarian in acquisition, cataloging, circulation, reference, or other activity. As a guide, minimum education and experience include graduation from a four-year college or university supplemented by thirty semester hours in library science.
Research Technician III T230	Work involves conducting complex experiments according to previously adapted and outlined procedures and techniques utilized in a specific research laboratory. Employees are responsible

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\$11.50	for planning methods and techniques of physical, chemical, and biological tests, carrying out procedures, recording results, and preliminary interpretation of results. Work includes the exercise of independent judgment, reading literature relating to possible procedures, and adapting/changing procedures to suit the experiment. Minimum education and experience: generally a BS degree preferably in a field related to the research.
Research Analyst T231 \$12.50	Work typically involves developing general plans for experiments, reading literature relating to procedures, modifying and adapting procedures to suit the particular, project objectives, carrying out the experiments, and recording and assisting in the interpretation of data. Work requires sufficient theoretical knowledge to enable employee to work effectively in the area of inquiry, independent judgment in planning and conducting details of the experiment, and evaluation and limited interpretation of results. Work may include the training and supervision of other technicians or students in performing the specific phases of experiments and is performed under to general supervision of a principal investigator who reviews work through periodic conferences and reports in terms of its contribution to the project objectives. As a guide, graduation from a four-year college or university with a major in a related science and three years of laboratory experience in the area of research assigned.
Undersea Research Diver T240 \$20.00	Technical work performing undersea diving and a variety of related duties and responsibilities in support of diving operations. As a guide, minimum education and experience: high school and a minimum of four years of experience in marine research operations; or an equivalent combination of training and directly related experience. Necessary Special Qualifications - Sport, commercial or military diving certification.
Computing/Tech Support T250 \$10.00	Work involves assisting with providing computing and technical support to end users which may be related to a variety of areas. Employees generally work with higher level technicians to support hardware or software and may include desktop computers to servers and limited systems work. The work may include software training, technical advice and support, LAN/server support, and troubleshooting. Software support may include installation, troubleshooting, or departmental website construction, maintenance, and support. As a guide, the minimum education and experience: generally graduation from high school and four years of related experience.
Theatre Technician I T270 \$10.00	Apprentice-level theatrical stage hand with duties that consist of assisting in theatrical theatre assignments as operator in lighting, sound, electrical, properties, scenic fly-person, carpentry, and stage management. As a guide, minimum training and experience: possesses the knowledge, skills, and abilities that are sufficient to assist with this kind of work.
Theatre Technician II T280 \$12.00	Journey-level theatrical Stage hand with duties that consist of performing technical theatre assignments as operator in lighting, sound, electrical, properties, scenic fly-person, carpentry, and stage management. As a guide, minimum training and experience: possess the knowledge,

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	skills, and abilities that are sufficient to demonstrate journey level aptitude.
Theatre Technician III T290 \$15.00	Advanced level theatrical stage hand with duties that consist of performing technical theatre assignments as operator in lighting, sound, electrical, properties, scenic fly-person, carpentry, and stage management. As a guide, minimum training and experience: possess the knowledge, skills, and abilities that are sufficient to demonstrate advanced level aptitude.
Police Officer/Dispatcher I T500 \$10.00	Law enforcement work at a University campus or other State facility. With full powers of arrest, police officers enforce the laws of the State and the United States Government. Duties may range from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves patrolling an assigned area for response to complaints or calls and for detection of violations in the enforcement of State laws and applicable regulations. Dispatchers receive emergency messages reporting a variety of situations such as criminal acts, traffic accidents or illnesses and relay information to campus police officers, other law enforcement units and/or appropriate medical units identifying the problem and directing them to the appropriate destination. As a guide minimum education and training includes graduation from high school and sufficient experience to demonstrate an ability to work efficiently under pressure situations. For police officers: certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment.
Police Officer/Dispatcher II T501 \$11.00	Law enforcement work at a University campus or other State facility. With full powers of arrest, police officers enforce the laws of the State and the United States Government. Duties may range from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves patrolling an assigned area for response to complaints or calls and for detection of violations in the enforcement of State laws and applicable regulations. Dispatchers receive emergency messages reporting a variety of situations such as criminal acts, traffic accidents or illnesses and relay information to campus police officers, other law enforcement units and/or appropriate medical units identifying the problem and directing them to the appropriate destination. As a guide minimum education and training includes graduation from high school and sufficient experience to demonstrate an ability to work efficiently under pressure situations. For police officers: certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment.
Recreation Worker I/Camp Director T600 \$7.25	Conducts recreation activities for individual and group participation. As a guide, minimum education and experience include graduation from high school and prior experience leading recreation activities.

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Recreation Worker II/Camp Director T601 \$8.00	Plans and directs recreation programs. Duties include the supervision of workers and aides. As a guide, minimum education includes graduation from a four year college or university with a major in recreation.
Recreation Worker III T602 \$10.00	Plans and directs recreation programs. Duties include the supervision of workers and aides. As a guide, minimum education includes graduation from a four year college or university with a major in recreation.
Camp Aide T603 \$7.25	Conducts recreation activities for individual and group participation. As a guide, minimum education and experience include graduation from high school and prior experience leading recreation activities.
MarineQuest Bus Driver I T700 \$10.00	
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Tutor T800 \$11.50	Work involves group or individual student tutoring.
Counselor/Psychologist T810 \$20.00	Work involves providing certified professional level psychological counseling for UNCW students. Counseling is focused on the issues regarding college-aged students who may be experiencing psychological problems ranging from eating disorders to issues related to sex, race, trauma, or stress.