

Lehigh University Work Study/WOA Student Employment Wage Grid

| Level Position | Job Duties | Hourly Rate | Approximate number of hours per week the student can work (based on an annual award of \$2,500)* |
|----------------|---|-------------|--|
| Level I | Office workers; minimal or no particular skills are required and comparable positions | \$9.00 | 8.5 |
| Level II | Skilled clerical or some computer knowledge and related skills | \$10.00 | 8 |
| Level III | Skill level positions which may include on the job training or apprenticeship. Examples: first year programmer or web design in training, accounting assistants (little supervision required), etc. | \$11.00 | 7 |
| Level IV | Highly skilled positions with experience. Examples: returning programmers/designers, student supervisors, accounting assistants with increased responsibilities. | \$12.00 | 6.5 |

*Based on 32 weeks in an academic year; NOTE: If a student has a work study award that is less than \$2,500, determine total hours per week by dividing the total award amount by the hourly rate times 32 weeks. Ex. Student is awarded \$1,500 in work study and are hired for a Level II position. They can work 4.6 hours/week [$\$1,500 / (\$10 \times 32 \text{ weeks})$]

It is the supervisor and student's responsibility to ensure that students do not earn more than their allocated amount. Actual total amount of eligible hours will be calculated and provided to the supervisor on the wage set up approval sheet for each student.