

Undergraduate/Graduate Internship Program Hourly Wage Scale 2024

The following schedule is designed to promote consistency in student pay. Starting wages in these categories are based on the requirements of the job and the applicable experience of the student. Levels are available to allow flexibility in setting student wage rates as job requirements vary widely. The suggested wage scale is reviewed annually.

Level I: The work at this level requires that employees perform tasks characterized by a prescribed standard. Duties typically are repetitive, and workers follow simple instructions that require little interpretation or skill. The supervisor determines work priorities and reviews work for accuracy. Typical kinds of work at this level include:

- Office work requiring minimum skills, such as clerical work involving filing, photocopying, or preparing materials for binding
- Rudimentary technical, research and/or engineering or laboratory work

Level II: At this level, employees have independent responsibility for the accurate completion of a variety of tasks requiring judgment and interpretation in applying procedures correctly. The supervisor generally reviews the work for correct results. Typical kinds of work at this level include:

- Office work requiring basic accounting, or knowledge of office machines
- Technical work requiring specialized skills such as computing, facilities, or other
- Research or engineering work requiring a moderate level of scientific knowledge

Level III: At this level, employees have substantial responsibility for determining work procedures and methods of work and for coordinating phases of work with others. Originality, analysis, and judgment are required to carry out work. The supervisor reviews work when guidance is required. Typical kinds of work include:

- Administrative work that require contribution and/or participation in complex tasks or programs
- Technical work requiring advanced level knowledge/skills such as programming, system administration or related
- Research or engineering work that requires advanced level of scientific knowledge

Hiring Requisition: Compensation team develops core duties and minimum requirements and assigns classification level of the hiring requisition in consultation with hiring manager.

Appointment Duration: All new intern hiring requisitions must be assigned appointment end date.

Short-term appointments: Appointed at 50% FTE or more for no longer than six consecutive months and work no more than 980 hours during the six-month period for all job assignments.

Year-round appointment: Appointed less than 50% FTE and work no more than 980 hours during the calendar year for all job assignments. Appointment extension required for interns transitioning into or continuing with year-round assignment. HR Records Team will work with line managers to extend appointment duration.

Offer Approval: Staffing Services Intern Program Administrator (s) will determine pay rate for student workers in line with suggested wage scale. Compensation approval is required only on exceptions.

Hourly Wage Scale 2024

Undergraduate - time in school

Wage Level	less than 1 year	1 year to less than 2	2 years to less than 3	3 or more years
Level 1	23.10	23.33	23.56	23.80
Level 1 returning	23.56	24.03	24.51	25.00
Level 2	24.26	24.74	25.23	25.74
Level 2 returning	24.74	25.23	25.74	26.25
Level 3	25.47	26.23	27.02	27.83
Level 3 returning	25.98	26.76	27.56	28.39

Graduate- time in school

Wage Level	less than 1 year	1 year to less than 2	2 years to less than 3	3 or more years
Level 1	28.75	29.04	29.33	29.63
Level 1 returning	29.33	29.62	29.92	30.22
Level 2	30.19	30.80	31.41	32.04
Level 2 returning	30.80	31.41	32.04	32.68
Level 3	32.64	33.62	34.63	35.67
Level 3 returning	33.30	34.30	35.32	36.38