

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

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| Subject: <p style="text-align: center;">Pay Ranges for Student Assignments</p> | Memo No. 10-1.1 Pages: 2 Date: September 1, 2023 |
| Approved by: Kevin Gilmartin, Vice President for Student Affairs | |

(This supersedes Memo No. 10-1.1, dated September 1, 2022)

1. Policy

Student employee rate ranges for both undergraduate and graduate students.

2. Pay Ranges for Student Assignments (2023 - 2024 Academic Year)

SPECIAL RATES

| | <u>Hourly Rate</u> |
|----------------------------------|----------------------|
| Student House Waiter | \$17.00 ¹ |
| Student House Head Waiter | \$17.50 ¹ |

UNDERGRADUATE RANGES

| | <u>Minimum</u> | <u>Maximum</u> |
|-------------------------------------|----------------------|----------------|
| Undergraduate - General Work | \$17.00 ¹ | \$24.00 |

Duties are more generic in nature with practice and procedure established.

| | <u>Minimum</u> | <u>Maximum</u> |
|---------------------------------------|----------------------|----------------|
| Undergraduate - Technical Work | \$17.00 ¹ | \$37.00 |

Duties involve use of educational background, initiative and judgment to perform technical work.

Undergraduate Teaching Assistants **Minimum Annual Rate = \$20,250** (based on 12 hours per week)
Maximum Annual Rate = \$24,750 (based on 12 hours per week)

| | <u>Minimum</u> | | <u>Maximum</u> | |
|------------------------------|-----------------|------------------|-----------------|------------------|
| | <u>Per Term</u> | <u>Per Month</u> | <u>Per Term</u> | <u>Per Month</u> |
| Full UTA (12 hours per week) | \$5,062.50 | \$1,687.50 | \$6,187.50 | \$2,062.51 |
| 3/4 UTA (9 hours per week) | \$3,796.88 | \$1,265.63 | \$4,640.63 | \$1,546.88 |
| 1/2 UTA (6 hours per week) | \$2,531.25 | \$843.75 | \$3,093.75 | \$1,031.26 |
| 1/4 UTA (3 hours per week) | \$1,265.63 | \$421.88 | \$1,546.88 | \$515.63 |

¹ Rate may increase in accordance with the Pasadena minimum wage effective 7/1/2024.

GRADUATE RANGES

Graduate - General Work

Minimum

\$17.00¹

Maximum

\$24.00

Duties are more generic in nature with practice and procedure established.

Graduate - Technical Work

Minimum

\$17.00¹

Maximum

\$37.00

Duties involve use of educational background, initiative and judgment to perform technical work.

Graduate Research Assistant

Minimum Annual Rate = \$45,000 (based on 20 hours per week)

Maximum Annual Rate = \$55,000 (based on 20 hours per week)

| | <u>Minimum</u> | | <u>Maximum</u> | |
|------------------------------|-----------------|------------------|-----------------|------------------|
| | <u>Per Term</u> | <u>Per Month</u> | <u>Per Term</u> | <u>Per Month</u> |
| Full GRA (20 hours per week) | \$11,250.00 | \$3,750.00 | \$13,750.00 | \$4,583.34 |
| 3/4 GRA (15 hours per week) | \$8,437.50 | \$2,812.50 | \$10,312.50 | \$3,437.50 |
| 1/2 GRA (10 hours per week) | \$5,625.00 | \$1,875.00 | \$6,875.00 | \$2,291.67 |
| 1/4 GRA (5 hours per week) | \$2,812.50 | \$937.50 | \$3,437.50 | \$1,145.84 |

Graduate students are appointed by a division and approved by the Dean of Graduate Studies.

Graduate Teaching Assistant

Minimum Annual Rate = \$45,000 (based on 20 hours per week)

Maximum Annual Rate = \$55,000 (based on 20 hours per week)

| | <u>Minimum</u> | | <u>Maximum</u> | |
|------------------------------|-----------------|------------------|-----------------|------------------|
| | <u>Per Term</u> | <u>Per Month</u> | <u>Per Term</u> | <u>Per Month</u> |
| Full GTA (20 hours per week) | \$11,250.00 | \$3,750.00 | \$13,750.00 | \$4,583.34 |
| 3/4 GTA (15 hours per week) | \$8,437.50 | \$2,812.50 | \$10,312.50 | \$3,437.50 |
| 1/2 GTA (10 hours per week) | \$5,625.00 | \$1,875.00 | \$6,875.00 | \$2,291.67 |
| 1/4 GTA (5 hours per week) | \$2,812.50 | \$937.50 | \$3,437.50 | \$1,145.84 |

Graduate students are appointed by a division and approved by the Dean of Graduate Studies.

EXCEPTIONS

Any exception to graduate student pay ranges requires the approval of the Dean of Graduate Studies or designee. Any exception to undergraduate student pay ranges requires the approval of the Dean of Undergraduate Students or designee.

¹ Rate may increase in accordance with the Pasadena minimum wage effective 7/1/2024.