LIFEWORKS JOB RECLASSIFICATION CHEAT SHEET

- *On-campus job hour limits: Current work hour limits (10 hrs for 1st-year students, 12 hrs for upperclassmen) will remain in effect*
- *Off-campus (C&I) jobs and internships hour limits and pay rates will be unaffected*

Job Classification*	Job Expectations	Hiring Requirements (Students)	Promotion Requirements (Students)	Hiring & Promotion Requirements (Supervisor)
ENTRY LEVEL E **PAY RATE $9.25**	Work: Task-oriented, routine, semi-skilled Primary responsibilities may include: Administrative tasks such as data entry, filing, and answering phones; event support including logistics, ticket-taking, and set-up; facility services such as grounds maintenance, carpentry, housekeeping, or dining assistance; and specialized roles like entry-level positions tailored to specific departments (e.g., Photographer). Supervisor role: 100% managing work	New students: • Incoming students must complete a Work Interest Form (& ideally PathwayU assessments) to get 1st LifeWorks job • Complete I-9 Current students: • Apply for open Entry position	Promotion to Intermediate: ○ Submit a CPPD-approved resume ○ Documented interview ○ Yearly evaluation or prior to promotion	New students: • LifeWorks assigns new students Current students: • Job interview to hire current students
INTERMEDIATE LEVEL I **PAY RATE $9.50**	Work: Project-oriented, some variety, skilled Primary responsibilities may include: Any of the responsibilities in the Entry classification, but an increased level of responsibility; supervising or managing small to mid-level projects or events, providing individual training, instructional, and/or technical support. Supervisor role: 75/25 managing/mentoring	All students: • Submit a CPPD approved resume when applying for position	Promotion to Advanced: • Update CPPD-approved resume with new skills, roles, and accomplishments • Documented interview • Yearly evaluation or prior to promotion	New hires: • Job interview Internal promotion: • LifeWorks evaluation & interview
ADVANCED LEVEL A **PAY RATE $10.25****	Work: People & (major) project management, highly-skilled Primary responsibilities may include: Any of the responsibilities in the Entry and Intermediate classifications, but with an increased level of responsibility; project or data management, managing other student employees, providing training or advanced instructional support. Supervisor role: 50/50 managing/mentoring	All students: • Submit a CPPD approved resume when applying for position • Complete a CPPD approved training	Promotion to Pre-Professional: • Documented interview • Complete evaluation • Yearly evaluation or prior to promotion	New hires: • Job interview Internal promotion: • LifeWorks evaluation & interview
PRE-PROFESSIONAL LEVEL P **PAY RATE $11.50****	Work: Departmental management & leadership, very highly-skilled Primary responsibilities may include: Any of the responsibilities in the three other classifications (Entry, Intermediate and Advanced); skilled technical, research, marketing, project or data management; mentoring and supervising other student employees. These are highly specialized positions that require advanced training and previous work experience. Supervisor role: 25/75 managing/mentoring	All students: • Submit a CPPD approved resume when applying for position • Complete a CPPD approved training		New hires: • Job nterview Internal promotion: • SkillSurvey evaluation & interview

*Certain positions (i.e. Resident Assistants, First-Year Mentors, KCAB Event Planners, etc.) are paid a stipend instead of an hourly wage. Stipend roles will receive pay raises corresponding with their job classification.

**New hiring and promotion requirements listed above reflect similar requirements for internships and other signature learning experiences at Berry.

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