

### General Job Summary for Short-term Positions

#### Non-Classified Employees

A short-term employee is hired to perform a service that is not needed on a continuing basis and is limited to 160 days per fiscal year. The department budget may further limit these days, but in no case will a short-term employee work more than 160 days in a fiscal year.

Description	Hourly Pay	Minimum Qualifications*	Job Duties
Level 1	\$16.50	<u>Education:</u> <ul style="list-style-type: none"><li>• Equivalent to the completion of twelfth grade</li><li>• If a current high school student, ability to obtain a work permit at the time of appointment</li></ul>	<ul style="list-style-type: none"><li>• Under direct supervision, performs basic tasks and duties in an entry-level position.</li></ul>
Level 2	\$17.00	<u>Education:</u> <ul style="list-style-type: none"><li>• Equivalent to the completion of twelfth grade</li><li>• Completion of 12 semester units of college-level coursework</li></ul> <u>Experience:</u> <ul style="list-style-type: none"><li>• Three months of full-time equivalent related experience and/or specialized knowledge</li></ul>	<ul style="list-style-type: none"><li>• Under supervision, performs a variety of advanced tasks; must be capable of using independent judgment.</li></ul>
Level 3	\$18.00	<u>Education:</u> <ul style="list-style-type: none"><li>• Equivalent to the completion of twelfth grade</li><li>• Completion of 24 semester units of college-level coursework</li><li>• Six months of full-time equivalent related experience and/or specialized knowledge</li></ul>	<ul style="list-style-type: none"><li>• Under direction from the supervision, performs assignments requiring use of judgment and problem-solving skills; handles complex tasks; knowledge of relevant District policies required.</li></ul>
Short-term Professional Employees	\$18.01-\$49.99; depending on the assignment;	<u>Education:</u> <ul style="list-style-type: none"><li>• Equivalent to a Bachelor's or Master's degree in a related field</li></ul> <b>OR</b> <u>Experience:</u> <ul style="list-style-type: none"><li>• The full-time equivalent years of related, professional-level experience (4 years minimum)</li></ul>	<ul style="list-style-type: none"><li>• Short-term professional employees are highly experienced professionals with advanced specialized skills, expertise, and experience.</li></ul>

\*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be as stated above.

For work experience, a "year" is defined as equivalent to 40 hours per week for 12 months.

Transcripts must be included to receive credit for education and/or to substitute education in lieu of experience (i.e. Bachelor's degree = 4 years of experience). Only coursework completed at, and degrees awarded by, accredited institutions recognized by the U.S. Department of Education will be considered as satisfying the minimum qualifications. Coursework and degrees that are completed outside of the United States are required to have transcripts evaluated (evaluation to U.S. equivalency and a course by course analysis) by an appropriate U.S. credentials evaluation service. For a list of credentials evaluation agencies accepted by Palomar College, visit the National Association of Credentials Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org).

**These positions are limited to 2-year assignments.**

## General Job Summary for Student Positions

### Non-Classified Employees

Description	Hourly Pay	Minimum Qualifications*	Job Duties
Level 1	\$16.50	<u>Education:</u> <ul style="list-style-type: none"> <li>• Equivalent to the completion of twelfth grade</li> <li>• If a current high school student, ability to obtain a work permit at the time of appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Under direct supervision, performs basic tasks and duties in an entry-level position.</li> </ul>
Level 2	\$17.00	<u>Education:</u> <ul style="list-style-type: none"> <li>• Equivalent to the completion of twelfth grade</li> <li>• Completion of 12 semester units of college-level coursework</li> </ul> <u>Experience:</u> <ul style="list-style-type: none"> <li>• Three months of full-time equivalent related experience and/or specialized knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Under supervision, performs a variety of advanced tasks; must be capable of using independent judgment.</li> </ul>
Level 3	\$18.00	<u>Education:</u> <ul style="list-style-type: none"> <li>• Equivalent to the completion of twelfth grade</li> <li>• Completion of 24 semester units of college-level coursework</li> <li>• Six months of full-time equivalent related experience and/or specialized knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Under direction from the supervision, performs assignments requiring use of judgment and problem-solving skills; handles complex tasks; knowledge of relevant District policies required.</li> </ul>

\*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be as stated above.

Only coursework completed at, and degrees awarded by, accredited institutions recognized by the U.S. Department of Education will be considered as satisfying the minimum qualifications. Coursework and degrees that are completed outside of the United States are required to have transcripts evaluated (evaluation to U.S. equivalency and a course by course analysis) by an appropriate U.S. credentials evaluation service. For a list of credentials evaluation agencies accepted by Palomar College, visit the National Association of Credentials Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). Transcripts must be included to receive credit for education and/or to substitute education in lieu of experience (i.e. Bachelor's degree = 4 years of experience).

For work experience, a "year" is defined as equivalent to 40 hours per week for 12 months.

**Student employees:** Must carry a minimum of 12 units during the Fall and Spring semesters, and a minimum of 6 units during the Summer semester. International student employees must carry a minimum of 12 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester. Student employees, including international students, are limited to working no more than 20 hours per week.

**CalWorks and Federal Work Study (FWS) Student Employees:** Must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 1 unit during the Summer semester. International CalWorks/FWS student employees must carry a minimum of 12 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester. CalWorks/FWS student employees are limited to working no more than 26 hours per week and international CalWorks/FWS student employees are limited to working no more than 20 hours per week. Work study will not pay for more than 20 hours per week.