

Temporary and Casual Pay Guide – April 2010

Hourly Rate of Pay	Administrative	Medical Secretary	Data Clerk	Accounting	Library	Clinical Research	Research Engineer	Research Technician	Programmer/ Analyst
Temp 1 \$11.00 - \$14.00	<p>Clerical Assistant</p> <ul style="list-style-type: none"> Performs a variety of basic office functions such as photocopying, filing, taking messages, filing 				<p>Shelver</p> <ul style="list-style-type: none"> Shelves library materials 				
Temp 2 \$12.00 - \$16.00	<p>Secretary/Receptionist</p> <ul style="list-style-type: none"> Performs a variety of clerical, secretarial and reception duties which follow prescribed procedures 	<p>File Clerk</p> <ul style="list-style-type: none"> Maintains patient files in a medical clinic setting 	<p>Data Clerk / Word Processor</p> <ul style="list-style-type: none"> Maintains accurate and complete data files and lists and provides general office support 		<p>Circulation and Reserve Assistant</p> <ul style="list-style-type: none"> Provides circulation services to Library users 				
Temp 3 \$13.50 - \$18.00	<p>Secretary</p> <ul style="list-style-type: none"> Provides clerical and/or secretarial support which requires a thorough knowledge of office routines and understanding of the work of the department Word processes a variety of documents 		<p>Data Clerk</p> <ul style="list-style-type: none"> Maintains the integrity of a large, complex database, including inputting, organizing, storing, and retrieving collected information 	<p>Accounting Clerk</p> <ul style="list-style-type: none"> Applies a thorough knowledge and understanding of accounting policies and procedures to process University accounting transactions Records, classifies, and summarizes accounting data according to established procedures 	<p>Library Assistant</p> <ul style="list-style-type: none"> Provides a broad range of services to Library users Opens and closes the building Provides circulation/ reserve services Reshelves materials 				

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Temp 4 \$15.00 - \$20.00	Administrative Secretary <ul style="list-style-type: none"> Provides support of a specialized nature which requires a thorough knowledge of departmental practices and policies and some specialized computer and word processing skills 	Medical Secretary <ul style="list-style-type: none"> Performs secretarial and administrative duties which require a thorough knowledge of administrative and clinical management in a medical and/or research setting 	Data/Research Clerk and/or Data Management Assistant I <ul style="list-style-type: none"> Maintains the accuracy, integrity, and security of complex, large computerized records systems 	Accounting Assistant <ul style="list-style-type: none"> Applies specialized knowledge and understanding of complex budget and accounting policies and procedures to process University accounting transactions Advises account holders Analyzes data and reports Balances and controls cash receipts 				Undergraduate Laboratory Technician <ul style="list-style-type: none"> Prepares labs for a number of undergraduate courses Sets up equipment, mixes solutions, provides chemicals or media and supplies Performs pilot experiments and prepares lab demonstration materials 	
Temp 5 \$16.50 – \$21.50	Administrative Assistant <ul style="list-style-type: none"> Organizes and provides a full range of secretarial and administrative duties of a complex nature that requires a thorough understanding of departmental organization, function, policies and procedures Supervises and establishes priorities for general office operations 	Medical Administrative Assistant <ul style="list-style-type: none"> Administers general office and accounting procedures and oversees secretarial staff in a medical practitioner's office 	Data Management Assistant II <ul style="list-style-type: none"> Provides data entry and data management support services for the one or more research projects Writes SQL code to generate quality control checks Reviews case report forms and writes amendments 					Research Assistant I <ul style="list-style-type: none"> Provides research support to faculty members in their research and teaching laboratory activities Performs laboratory experiments Observes details and keeps accurate records of experiments and results Conducts literature searches 	

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Temp 6 \$18.00 - \$23.00	Administrative Assistant <ul style="list-style-type: none"> • Develops, implements and maintains the efficient operation of a department • Plans, organizes and implements the administrative support structure • Develops the budget 		Data Management Assistant III <ul style="list-style-type: none"> • Responsible for key aspects of data management for multiple research projects • Writes complex SQL code to generate quality control checks • Designs databases • Conducts audits • Analyzes audit findings 					Research Assistant II <ul style="list-style-type: none"> • Provides research support to faculty members in their research and teaching laboratory activities • Performs standard and non-standard laboratory experiments, laboratory demonstrations • Performs a variety of in vitro and in vivo procedures that are moderately complex and specialized • Recommends modifications of procedures 	

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Temp 7 \$19.50 - \$24.50						<p>Clinical Research Coordinator I</p> <ul style="list-style-type: none"> Organizes and administers a clinical research project within required guidelines Oversees the collection, entry, verification, management, analysis and reporting of data Creates databases Ensures relevant research methodology is applied 		<p>Research Assistant III</p> <ul style="list-style-type: none"> Provides specialized research support to faculty members in their teaching/ laboratory activities A sound working knowledge of technology and comprehension of the theory of a specialized field or science is applied and adapted to new research situations Designs, adapts and performs specialized in vitro and in vivo procedures Carries out complex statistical analysis Coordinates use of lab equipment 	<p>Programmer</p> <ul style="list-style-type: none"> Produces correct and standardized computer program code for use in applications

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Temp 8 \$21.00 - \$27.00						Clinical Research Coordinator II <ul style="list-style-type: none"> • Under direction, develops, implements, monitors, refines, analyses and reports on several research projects • Oversees the collection, entry, verification, management, analysis and reporting of data • Creates databases • Ensures relevant research methodology is applied • Writes, designs and presents information 	Junior Research Engineer <ul style="list-style-type: none"> • Carries out engineering assignments on a research and/or contract project • Requires knowledge of standard engineering methods and technique in a specialized engineering field or discipline • Designs, fabricates, assembles equipment and instruments for research projects 		Programmer/ Analyst <ul style="list-style-type: none"> • Accountable for all phases of development and installation of new or modified administrative application systems

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Temp 9 \$23.00 - \$29.00							Working Level Engineer <ul style="list-style-type: none"> • Provides specialized professional engineering support in a specific engineering field or discipline for research and/or contract projects • Designs, fabricates, assembles equipment and instruments for research projects • Analyzes and solves complex problems • Prepares written scientific reports 		