

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 | <p>Administrative Secretary</p> <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 | <p>Medical Secretary</p> <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 | <p>Data/Research Clerk and/or Data Management Assistant I</p> <ul style="list-style-type: none"> Maintains the accuracy, integrity, and security of complex, large computerized records systems | <p>Accounting Assistant</p> <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 | | | | <p>Undergraduate Laboratory Technician</p> <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 | <p>Administrative Assistant</p> <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 | <p>Medical Administrative Assistant</p> <ul style="list-style-type: none"> Administers general office and accounting procedures and oversees secretarial staff in a medical practitioner's office | <p>Data Management Assistant II</p> <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 | | | | | <p>Research Assistant I</p> <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 | | | | | | Clinical Research Coordinator I <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 | | Research Assistant III <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 | Programmer <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 | | | | | | <p>Clinical Research Coordinator II</p> <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 | <p>Junior Research Engineer</p> <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 | | <p>Programmer/ Analyst</p> <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 | | |