



Position Description

James Madison University
800 S. Main Street
Harrisonburg, VA 22807

| Student & Position Information: | |
|---|--|
| Student Employee Name: | Student ID Number: |
| Account Code: <input type="checkbox"/> Institutional Employment (114400) <input type="checkbox"/> Federal Work Study (114600) <input checked="" type="checkbox"/> Graduate Assistant (114200) | |
| Department Org. Code: 300285 | Department: Centennial Scholars Program - OFAS |
| Student Employee's work location (address, building name & MSC code): Student Success Center (SSC 2180), MSC 1025, 738 South Mason Street, Harrisonburg, Virginia 22807 | |
| Employment Start Date: 08/10/2023 | Employment End Date: 05/09/2024 |
| Student's Immediate Supervisor: Shaun Mooney | |
| Supervisor Phone: 87232 | Supervisor Email: mooneyms@jmu.edu |
| Purpose or role of the position within the department (summary of position): Support the Centennial Scholars Program and the Reddix Center for First Generation Students by assisting professional staff with program operations and serving as a graduate assistant mentor for undergraduate first-generation students | |
| CLASSIFICATION & PAY SCALE see reverse for level qualifications: | |
| Classification of Position: Graduate Assistant | |
| Title of Position: Graduate Assistant Mentor | Wage / Pay Rate or Range: \$8,898/yr |
| *See Supervisor Handbook for pay scale at https://www.jmu.edu/student-employment/supervisors/index.shtml | |

| DUTIES & RESPONSIBILITIES and how they relate to the purpose or role of the student employee: | |
|---|---|
| 1. | I understand it is my responsibility to accurately complete, sign and submit timesheets to my supervisor each pay period. I also understand this is a condition of employment and after two consecutive time periods (1 month) of not submitting timesheets, I could be terminated from my position. Not required for graduate assistantships. |
| 2. | Mentor undergraduate first-generation students in a small group and/or one-on-one setting |
| 3. | Assist and lead first-generation student program initiatives for the university community |
| 4. | Assist in program planning, facilitation, and delivery; attend a significant portion of scheduled program events |
| 5. | Work on special projects for the program and provide routine office support |
| 6. | Facilitate student-centered workshops on a variety of topics related to student success and development, including some evenings and Saturdays |
| 7. | Assist in other program duties as needed and assigned |
| 8. | Participate in program-specific trainings |

DUTIES & RESPONSIBILITIES and how they relate to the purpose or role of the student employee:(Continued)

| | |
|-----|--|
| 9. | Develop positive and effective working relationships with colleagues in CSP, Valley Scholars Program, and other university departments |
| 10. | If applicable, participate in a teaching experience with UNST 102: a course designed for students to explore major and career pathways |

PAY SCALE BASED ON Knowledge, Skills & Abilities:

| Level 1-Basic | Level II- Intermediate | Level III-Advanced |
|--|---|--|
| *(Pay scale \$12.00 - \$12.55) | *(Pay scale \$12.50 - \$13.65) | *(Pay scale \$13.50 – \$16.00) |
| -Routine & non-complex -Procedures are well established | -Moderate difficulty -Alternate methods of resolution are available | -Considerable difficulty -Extensive problem solving & decision making required -Usually involves concurrent activities |
| -Close supervision with assistance readily available -Limited independent decision making -Duties performed independently after training | -Receives some instructions but may use independent judgment within limits | -Receives supervision in the form of a general outline |
| -No supervision given | -Supervisory responsibilities for limited activities | -Involves supervisory responsibilities for large or complex activities |
| -Limited to job task performance | -Responsible for segment of the total operation activity | -Responsible for the specialized or whole operation |
| -On the job training provided | -Relevant job-related knowledge required -Specialized knowledge required | -Requires specified advanced experience indicating advanced knowledge in area |
| -None or minimal previous training required | -Relevant job-related training | -Requires specified advanced training |
| -None or minimal experience related to job | -Prior experience necessary | -Requires moderate experience |

***NOTE: Change pay scale if necessary. Minimum wage is \$12.00/hr.**

I have read and fully understand the responsibilities required for this student employment position.

| | | |
|-----------------------------|-------------|-------|
| Student Employee Signature: | Student ID: | Date: |
| Reviewer's Signature: | | Date: |

NOTE: Please attach a signed position description to the student ePAR or GA ePAR.

Evaluation Procedures: Student Employee Evaluations are highly recommended to be completed once per contract term. Evaluation form can be found at www.jmu.edu/student-employment/supervisors/

Student Employment
 738 S. Main St., MSC 3519, SSC 5th Floor
 Harrisonburg, VA 22807
 Phone (540)568-3269 Fax (540) 568-7994
studentjobs@jmu.edu



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