

## PROGRAM DIRECTOR/STAFF WORKSHEET

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If applicable to your program, please complete this worksheet and return to Jackie Ciccone, MSC 5731 or email [cicconjb@jmu.edu](mailto:cicconjb@jmu.edu). If you do not have names at this point, that's fine. However, if you plan to eventually employ someone in one of these categories, please check the appropriate box.

<b>Name of program:</b>	
<b>Name of program director or co-directors:</b>	
<input type="checkbox"/> <b>JMU Instructor(s):</b>	
<input type="checkbox"/> <b>Non-teaching program assistant(s):</b>	
<input type="checkbox"/> <b>Student assistant(s):</b>	
<input type="checkbox"/> <b>Graduate teaching assistant(s):</b>	

## PROGRAM STAFF SALARY GUIDELINES

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Occasionally program directors find it helpful to hire assistants to work with them during the study abroad program. Duties will vary from program to program. Some assistants organize cultural activities, some help with coordinating group excursions, some help with financial management. Program assistants may be designated to help organize the group (taking roll, collecting materials, etc.). The program director should document the duties and responsibilities in writing to the oIP in order to establish a fair salary before an amount is committed to the assistant. The oIP will consider the following in determining the salary amount: the length of the program, the number of students, the number of directors and instructors, the specific nature of the environment and native culture, as well as the types of and volume of work expected. The oIP reserves the right to establish the amount of pay for all assistants. Please consult with the OIP for the pay scale before making any commitments to the intended assistant(s). The oIP will process paperwork to formally hire and pay program assistants.

### **Program Directors:**

Program directors are paid a part-time teaching salary per course, based on college and rank summer salary, or less depending on budget revenues, which is processed in two parts--two or three consecutive disbursements on scheduled University payroll dates during the program and the final disbursement after the program financial report is completed.

### **Non-teaching Program Assistants:**

Non-teaching program assistants will be paid through JMU Payroll after the start of the program (not before). Required documentation will be federal and state tax forms, direct deposit authorization, completion of an I-9 employment eligibility form, and a criminal background check. Expenses for airfare, on-site accommodations, meals, and other program-related expenses are to be paid by the assistant. The assistant will be paid based on the number of days in-program/on-site and the number of student participants.

Non-teaching program assistants who do not plan to enroll for credit hours do not need to apply or be admitted to the program as a participant. They will not be billed for a deposit, tuition, or a program fee.

### **Student Assistants:**

Student assistants may be selected within the group of participants via a competitive process or with specific documented criteria. Student assistants will be paid through JMU Payroll after the start of the program (not before). Required documentation will be federal and state tax forms, direct deposit authorization, completion of an I-9 employment eligibility form, and a criminal background check. They may be paid a salary of \$500 unless the job description justifies a higher amount; additional salary must be approved by OIP.

Student assistants who plan to enroll for credit in the study abroad program should complete application forms to be considered for admission like all other participants. They will be responsible for tuition and fees; their expenses as a participant are included in the program budget (with the rest of the participants).

### **Graduate Teaching Assistants:**

Graduate student assistants assigned to provide teaching support to the program director(s). Graduate student assistants will be paid through JMU Payroll after the start of the program (not before). Required documentation will be federal and state tax forms, direct deposit authorization, completion of an I-9 employment eligibility form, and a criminal background check. They may be paid a salary of \$1,000 to \$1,500, or less. Expenses for airfare, on-site accommodations, meals, and other program-related expenses are to be paid by the assistant.

Graduate student assistants who do not plan to enroll for credit hours do not need to apply or be admitted to the program as a participant. They will not be billed for a deposit, tuition, or a program fee.

Chart: Allowable program expenses	Airfare	Housing, meals, and transportation	Salary*	Salary formula
Program director	Yes	Yes	Yes	JMU summer school salary per credit hour, or less
JMU instructor (teaching only)	Yes	Yes	Yes	
Non-teaching program assistant	No	No	Yes	Per chart
Student assistant	No	No	Yes	\$500
Graduate teaching assistant	No	No	Yes	\$1,000-\$1,500

\*Compensation limits may apply to faculty and staff on 12-month contracts.

## Non-Teaching Program Assistant Compensation

		Number of Days								
		6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	45+
Number of Students	0-10	\$500	\$700	\$900	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100
	11-15	\$600	\$800	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000	\$2,200
	16-20	\$700	\$900	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	21-25	\$800	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000	\$2,200	\$2,400
	26+	\$900	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500

**\*\* This chart shows the maximum compensation that a program can pay per Assistant. Program assistants can be paid up to the maximum amount. However, the budget must be able to support the expense. Program assistants are responsible for payment of their own airfare, lodging, meals, excursions and any other expenses during the trip.**

### Student Assistant Compensation

\$500

**Undergraduate Student participating in the program, unless otherwise justified and approved.**

\$1,000 to \$1,500

**TA/Graduate Student**