Student Employment

Position Description

Student Work Experience Center
170 Bluestone Drive
MSC 3519, Warren Hall 3rd Floor
Harrisonburg, VA 22807
(540) 568-3269 Phone
(540) 568-1695 Fax
studentjobs@jmu.edu

Student & Position Information:

Student Employee Name: ________________________________
Student ID Number: ________________________________

Check Appropriate box:  ☑ Institutional Employment (114400)  ☐ Federal Work Study (114600)  ☐ Graduate Assistant (114200)

Department: Office of Residence Life
Department Org. Code: 300000
Division: Student Affairs & University Planning

Student Position Title: Program Advisor

Employment Start Date: ________________________________
Employment End Date: ________________________________

Wage / Pay Rate or Range: ________________________________

Student’s Immediate Supervisor: Kathleen Campbell, Associate Director for Student Learning Initiatives

Supervisor Phone: 540-568-4767
Supervisor Email: campbekl@jmu.edu

RESPONSIBILITIES

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.

2. Report directly to the FYI Grad Assistant.

3. Provide individualized service to students who come to the FYI Resource Center, Assist RA's, HD's & Community Activities Board members with programming through planning, brainstorming, resource referral, general information, and act as programming liaison to assigned residence halls.

4. ________________________________

5. ________________________________

6. ________________________________

7. ________________________________

8. ________________________________

9. ________________________________

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

Student Employee Signature: ________________________________  Date: ________________________________

Reviewer’s Signature: Rosie McArthur  Date: ________________________________

NOTE: Please attach a signed position description to Student PAR/Graduate contract and/or hiring paperwork and submit to: The Student Work Experience Center, MSC 3519.

Revision Date: 11/2/12