# Student Employment Position Description

### Student & Position Information:

<table>
<thead>
<tr>
<th>Student Employee Name:</th>
<th>Student ID Number:</th>
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Check Appropriate box:  
- [ ] Institutional Employment (114400)
- [ ] Federal Work Study (114600)
- [ ] Graduate Assistant (114200)

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Residence Life</th>
<th>Department Org. Code:</th>
<th>300000</th>
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<tbody>
<tr>
<td>Division:</td>
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Student Position Title: Student Assistant ~ Community Development

<table>
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<tr>
<th>Employment Start Date:</th>
<th>Employment End Date:</th>
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Wage / Pay Rate or Range:

Student’s Immediate Supervisor: Stephanie Carr, Assistant Director, Staff Selection & Training

Supervisor Phone: 540-568-4767  
Supervisor Email: carrss@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. Pick up / Deliver items to other offices on campus.

3. Become knowledgeable of Residence Life policies and procedures.

4. Collating and filing, running errands to various locations on campus.

5. Data entry, word processing, scheduling appointments.

6. Answer phones.

7. Filing.

8. 

9. 

10. 

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

Student Employee Signature:  
Date: 

Reviewer’s Signature: Rosie McArthur  
Date: 

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**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