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| Description: Data1:SA:UU:UU-Shares:UU-Mktg:Technology and Design:TAD Resources:Logos:SWEC Logo:swec_logo_flat_purple.png | ***Student Employment*** ***Position Description*** | Student Employment738 S. Mason St.MSC 3519, SSC 5th Floor Harrisonburg, VA 22807(540) 568-3269 Phone(540) 568-7994 Faxstudentjobs@jmu.edu |

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| **Student & Position Information:** |
| Student Employee Name:       Student ID Number:       |
| Check Appropriate box: [ ]  Institutional Employment (114400) [ ]  Federal Work Study (114600) [ ]  Graduate Assistant (114200) |
| Department:       Department Org. Code:

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| Division: |  |

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| Division: [ ]  Access & Enrollment [ ]  Academic Affairs [ ]  Administration & Finance [ ]  Intercollegiate Athletics [ ]  Student Affairs & University Planning [ ]  University Advancement   |
| Student Position Title:       Wage / Pay Rate or Range:        |
| Employment Start Date:       Employment End Date:       |
| Student’s Immediate Supervisor :       |
| Supervisor Phone:       Supervisor Email:       |

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| 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. |       |
| 3. |       |
| 4. |       |
| 5. |       |
| 6. |       |
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| 10. |       |
| 11. |       |
| 12. |       |

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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:       | Date:       |

**NOTE:** Please attach a signed position description to Student PAR/Graduate contract and/or hiring paperwork and submit to: **Student Employment, MSC 3519.** Revision Date: 11/15/16