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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 Employment  738 S. Mason St.  MSC 3519, SSC 5th Floor  Harrisonburg, VA 22807  (540) 568-3269 Phone  (540) 568-7994 Fax  studentjobs@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:   |  |  | | --- | --- | | Division: |  | |
| 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. |
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| 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