

Student & Position Information:

Student Employee Name:	Student ID Number:
Account Code: <input type="checkbox"/> Institutional Employment (114400) <input type="checkbox"/> Federal Work Study (114600) <input type="checkbox"/> Graduate Assistant (114200)	
Department Org. Code:	Department:
Student Employee's work location (address, building name & MSC code):	
Employment Start Date:	Employment End Date:
Student's Immediate Supervisor :	
Supervisor Phone:	Supervisor Email:
Purpose or role of the position within the department (summary of position):	

CLASSIFICATION & PAY SCALE see reverse for level qualifications:

Classification of Position: Choose an option	
Title of Position:	Wage / Pay Rate or Range:
*See Supervisor Handbook for pay scale at https://www.jmu.edu/student-employment/supervisors/index.shtml	

DUTIES & RESPONSIBILITIES and how they relate to the purpose or role of the student employee:

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.	Copying, collating and stapling of faculty and departmental handouts
3.	On-campus deliveries
4.	Word and data entry
5.	Proofreading
6.	Filing
7.	Mail distribution
8.	Preparing office mailings.
9.	Answering the office telephone, if applicable
10.	Assisting the departmental faculty with their teaching, scholarship and service related projects.

DUTIES & RESPONSIBILITIES and how they relate to the purpose or role of the student employee:(Continued)	
11.	Assisting with inventory of office supplies in the copy room and in the supply closet
12.	
13.	
14.	
15.	

PAY SCALE BASED ON Knowledge, Skills & Abilities:		
Level 1-Basic	Level II- Intermediate	Level III-Advanced
*(Pay scale \$9.50 - \$10.05)	*(Pay scale \$10.00 - \$10.75)	*(Pay scale \$10.50 – \$12.00)
-Routine & non-complex -Procedures are well established	-Moderate difficulty -Alternate methods of resolution are available	-Considerable difficulty -Extensive problem solving & decision making required -Usually involves concurrent activities
-Close supervision with assistance readily available -Limited independent decision making -Duties performed independently after training	-Receives some instructions but may use independent judgment within limits	-Receives supervision in the form of a general outline
-No supervision given	-Supervisory responsibilities for limited activities	-Involves supervisory responsibilities for large or complex activities
-Limited to job task performance	-Responsible for segment of the total operation activity	-Responsible for the specialized or whole operation
-On the job training provided	-Relevant job related knowledge required -Specialized knowledge required	-Requires specified advanced experience indicating advanced knowledge in area
-None or minimal previous training required	-Relevant job related training	-Requires specified advanced training
-None or minimal experience related to job	-Prior experience necessary	-Requires moderate experience

***NOTE:** Change pay scale if necessary. **Minimum wage is \$9.50/hr**

I have read and fully understand the responsibilities required for this student employment position.		
Student Employee Signature:	Student ID:	Date:
Reviewer's Signature:		Date:

NOTE: Please attach a signed position description to the Student ePAR or GA ePAR.

Evaluation Procedures: Student Employee Evaluations are highly recommended to be completed once per contract term. Evaluation form can be found at www.jmu.edu/student-employment/supervisors/

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