

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 checked="" type="checkbox"/> Graduate Assistant (114200)	
Department Org. Code: 300000	Department: Office of Residence Life
Student Employee's work location (address, building name & MSC code): 200 Huffman Service Drive, Huffman Hall ~MSC 2401	
Employment Start Date:	Employment End Date:
Student's Immediate Supervisor : Kathleen Campbell, Associate Director, Residence Life	
Supervisor Phone: 540-568-3501	Supervisor Email: campbekl@jmu.edu
Purpose or role of the position within the department (summary of position): GA Assessment	
CLASSIFICATION & PAY SCALE see reverse for level qualifications:	
Classification of Position: Service Assistant	
Title of Position: GA Assessment	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.	Attend all designated meetings within the office.
2.	Attend one on one meetings with site supervisor.
3.	Attend CSPA professional development activities.
4.	Participate in designated programs/workshops within the office.
5.	Perform designated responsibilities as outlined in the assistantship contract.
6.	Document the hours and activities accomplished during experience.
7.	Submit within the first week of class, written outcomes and expectations for assistantship.
8.	Participate in semester written evaluations on experience.
9.	Participate in a yearly site evaluation.
10.	

DUTIES & RESPONSIBILITIES and how they relate to the purpose or role of the student employee:(Continued)	
11.	
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/

Student Employment
 738 S. Main St., MSC 3519, SSC 5th Floor
 Harrisonburg, VA 22807
 Phone (540)568-3269 Fax (540) 568-7994
studentjobs@jmu.edu



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