

Student & Position Information:

Student Employee Name:	Student ID Number:
Account Code: <input checked="" type="checkbox"/> Institutional Employment (114400) <input type="checkbox"/> Federal Work Study (114600) <input 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 : Stephanie Carr, Assistant Director, Staff Selection & Training	
Supervisor Phone: 540-568-3501	Supervisor Email: carrss@jmu.edu
Purpose or role of the position within the department (summary of position): HDs every year to manage and supervise a staff of RAs.	

CLASSIFICATION & PAY SCALE see reverse for level qualifications:

Classification of Position: Director	
Title of Position: Hall Director	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.	Maintains a professional attitude and manner while employed as a university employee for the Office of Residence Life. Maintain a high level of ethical standards at all times. Assist with hall matters regardless of being on duty.
2.	Maintain a 2.5(undergrad) and 3.0(grad) cumulative GPA. Maximum course load of 18 undergrad and 12 grad hours allowed.
3.	Knows and understands the philosophy of the ORL and is familiar with the resource material in the ORL policy and staff manual.
4.	Limits time away from the residence hall to 12 weekends per year, to be negotiated in advance with Area Director. Does not allow extracurricular activities to conflict with duties of position.
5.	Remains in hall until all students and staff depart for vacation periods. Must manage opening, closing and inspections and may not leave until dismissed by Area Director..
6.	Attends weekly staff meetings and developmental with his/her area.
7.	Completes required paperwork and implements administrative procedures in an efficient manner.
8.	Attends and participates in all meetings called by Area Director and /or Office of Residence Life.
9.	
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/

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