

### 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: 300000	Department: Office of Residence Life
Student Employee's work location (address, building name & MSC code): 200 Huffman Service Drive, Harrisonburg, VA 22807 – Huffman Hall, MSC 2401	
Employment Start Date: 08/10/2020	Employment End Date: 05/09/2021
Student's Immediate Supervisor : Courtney Samuelu, Assistant Director of Business Operations	
Supervisor Phone: 540-568-3520	Supervisor Email: samuelce@jmu.edu
Purpose or role of the position within the department (summary of position): The House Manager manages the overall functions of the facility in accordance with the mission, goals, and expectations of the Office of Residence Life and Office of Fraternity Sorority Life.	
<b>CLASSIFICATION &amp; PAY SCALE see reverse for level qualifications:</b>	
Classification of Position: Manager	
Title of Position: House Manager	Wage / Pay Rate or Range: \$300/month
*See Supervisor Handbook for pay scale at <a href="https://www.jmu.edu/student-employment/supervisors/index.shtml">https://www.jmu.edu/student-employment/supervisors/index.shtml</a>	

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

1.	Coordinate room check in and check out
2.	Remain at the house until all residents have departed for breaks
3.	Return from breaks to reopen at designated times
4.	Assist with management of room condition forms and room keys
5.	Maintain a key box of spare room keys and other house keys
6.	Provide housing with accurate rosters
7.	Submit occupancy reports
8.	Complete weekly inspections of the house
9.	Submit maintenance concerns to ORL
10.	Respond to emails in a timely manner

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

11.	Serve as liason between ORL and the chapter treasurer in order to get invoices paid
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12.	
13.	
14.	
15.	

**\*NOTE:** Change pay scale if necessary. **Minimum wage is \$7.25/hr**

<b>PAY SCALE BASED ON Knowledge, Skills &amp; Abilities:</b>		
<b>Level 1-Basic</b>	<b>Level II- Intermediate</b>	<b>Level III-Advanced</b>
*(Pay scale \$7.25 - \$7.95)	*(Pay scale \$8.00 - \$9.55)	*(Pay scale \$8.90 – \$11.70)
-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

<b>I have read and fully understand the responsibilities required for this student employment position.</b>		
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/](http://www.jmu.edu/student-employment/supervisors/)

**Student Employment**  
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**Harrisonburg, VA 22807**  
**Phone (540)568-3269 Fax (540) 568-7994**  
**studentjobs@jmu.edu**

