

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: Office of Residence Life	Department: 300003
Student Employee's work location (address, building name & MSC code): 200 Huffman Service Drive, Harrisonburg, VA 22807 – Huffman Hall, MSC 2401	
Employment Start Date:	Employment End Date:
Student's Immediate Supervisor : Samuel G. Butler	
Supervisor Phone: 540-568-3349	Supervisor Email: butlersg@jmu.edu
Purpose or role of the position within the department (summary of position): Assist with day to day operations of residential work orders independently and warehouse organization.	
CLASSIFICATION & PAY SCALE see reverse for level qualifications:	
Classification of Position: Operations II	
Title of Position: Facilities Assistant	Wage / Pay Rate or Range: \$8.50
*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.	Complete work orders for furniture repairs /needs in a timely and professional manner.
3.	Complete paperwork (work orders, appliance documentation, etc.).
4.	Maintain ORL tools, vehicles, and keys.
5.	Perform physical labor (load/unload tractor trailers, move furniture, carry up to 70 lbs. alone).
6.	Fix and install window blinds/shades/screens.
7.	Upon completion of training, operate a forklift in the ORL warehouse.
8.	Enter student rooms to complete work orders.
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 \$7.25 - \$7.95)	*(Pay scale \$8.00 - \$10.00)	*(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 \$7.25/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

