

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): Program Advisers assist all JMU Resident Advisers (RAs) with programming, motivation, and publicity, but their main focus is to help first year students in their transition to JMU	
CLASSIFICATION & PAY SCALE see reverse for level qualifications:	
Classification of Position: Program Assistant I	
Title of Position: Program Advisor	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.	Assist professional staff members in developing needs/interest assessments for hall communities and generating ideas for developing, implementing, and evaluating programs and activities.
3.	Develop and maintain friendly and professional relationships with residents, Resident Advisers, Hall Directors and JMU personnel.
4.	Coordinate with other members of the Resource Center staff to arrange regular coverage of the center, open to users 35-40 hours per week. Share in staffing the Resource Center for an average of ten hours a week.
5.	Compile and update subsystems with information and programming ideas, as requested.
6.	Create/maintain systems to update inventory (paper, supplies, games, books)
7.	Research and design in-services, outreach programs, and program resources.
8.	Participate in one of the following projects during both the Fall and Spring semesters: The Clothesline Project, LEAP, Award & Recognition Celebration, and other projects as requested by the SLI Coordinator, the Graduate Assistant, or the Director of Residence Life.
9.	Assume other duties as assigned.
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
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 Harrisonburg, VA 22807
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