

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): RAs are dynamic leaders on a floor of residents who create positive communities and coordinate fun and educational events to enhance the campus living experience.	
CLASSIFICATION & PAY SCALE see reverse for level qualifications:	
Classification of Position: Resident Advisor	
Title of Position: Resident Adviser	Wage / Pay Rate or Range:

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

1.	Responsible for administrative duties assigned by the Hall Director, the enforcement of university and residence hall policies, and the development of educational and social programs for their floor or section.
2.	Directly responsible to the Hall Director.
3.	Primary function is to serve fellow students on the floor or section in which the RA lives.
4.	Single most important member of the residence hall staff.
5.	Assists in the development of hall programs and is expected to work closely with the Community Activities Board.
6.	Readily available to provide information on a variety of topics and to refer students to offices or people who can assist them in resolving any problem or difficulty.
7.	
8.	
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/

Student Employment
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