

### 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): Social Media and Marketing Coordinator with social media engagement, coverage, organization, content creation, design and ideation.	
<b>CLASSIFICATION &amp; PAY SCALE see reverse for level qualifications:</b>	
Classification of Position: Videographer I	
Title of Position: Videographer	Wage / Pay Rate or Range:
*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.	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.	Provide individualized service to students/ORL staff that comes into the SLI Resource Center seeking videography assistance related to residence hall events.
3.	Maintain a 2.0 minimum cumulative GPA. Assist SLI Resource staff with videography needs.
4.	Participate in 10 - 12 hours per week of meeting with customers, completing videography projects and graphic design projects (as needed) during assigned office hours. Complete additional 1-3 hours a week out-of-the-office responsibilities including,
5.	but not limited to: video shoots and training activities.
6.	Develop videos to further the marketing efforts of all departments within ORL.
7.	Duties will include day, evening and some weekend hours/responsibilities.
8.	Meet with the Marketing Committee at weekly meetings.
9.	Attend training sessions as directed by the Associate Director of Residence Life.

10.	
<b>DUTIES &amp; RESPONSIBILITIES and how they relate to the purpose or role of the student employee:(Continued)</b>	
11.	
12.	
13.	
14.	
15.	

<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 \$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**

<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/)

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