



Student Employment Position Description

Student Work Experience Center
170 Bluestone Drive
MSC 3519, Warren Hall 3rd Floor
Harrisonburg, VA 22807
(540) 568-3269 Phone
(540) 568-1695 Fax
studentjobs@jmu.edu

Student & Position Information:

Student Employee Name:	Student ID Number:
Check Appropriate box: <input type="checkbox"/> Institutional Employment (114400) <input type="checkbox"/> Federal Work Study (114600) <input type="checkbox"/> Graduate Assistant (114200)	
Department: Office of Residence Life	Department Org. Code: 300000 Division: Student Affairs &
Student Position Title: Summer Intern	
Employment Start Date:	Employment End Date:
Wage / Pay Rate or Range:	
Student's Immediate Supervisor : Stephanie Carr, Assistant Director, Staff Selection & Training	
Supervisor Phone: 540-568-4767	Supervisor Email: carrss@jmu.edu

RESPONSIBILITIES

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.	Various office duties.
3.	Responsible for assisting with staff selection and training.
4.	
5.	
6.	
7.	
8.	
9.	
10.	

I have read and fully understand the responsibilities required for this student employment position.

Student Employee Signature:	Date:
Reviewer's Signature: Rosie McArthur	Date:

NOTE: Please attach a signed position description to Student PAR/Graduate contract and/or hiring paperwork and submit to: **The Student Work Experience Center, MSC 3519.**