



## Student Employment Position Description

Student Work Experience Center  
170 Bluestone Drive  
MSC 3519, Warren Hall 3<sup>rd</sup> 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: Graphic Designer	
Employment Start Date:	Employment End Date:
Wage / Pay Rate or Range:	
Student's Immediate Supervisor : Kathleen Campbell, Associate Director for Student Learning Initiatives	
Supervisor Phone: 540-568-4767	Supervisor Email: campbekl@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.	Provide individualized service to students/ORL staff that comes into the FYI Center seeking graphic design and desktop publishing assistance related to residence hall events.
3.	Maintain a 2.0 minimum cumulative GPA. Assist FYI staff with graphic design issues through discussion, feedback.
4.	Participate in 10 - 12 hours per week of meeting with customers and completing design projects during assigned office hours. Complete additional 1 -3 hours a week without-of-the-office responsibilities including, but not limited to: one on one meetings with supervisor, printing operations staff and training activities.
5.	Develop designs to match the departmental theme for the year and update forms for the department. Design packages of material for promotional items.
6.	Participate in the layout, editing and design of the monthly Spotlight and Lifeline newsletters. Duties will include day, evening and some weekend hours/responsibilities.
7.	Meet with the Associate Director regularly and other staff as requested. Participate in staff meetings
8.	Attend training sessions as directed by the Associate Director of Residence Life

### 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.**