



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 checked="" 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: Student Assistant Business Operations	
Employment Start Date:	Employment End Date:
Wage / Pay Rate or Range:	
Student's Immediate Supervisor : Joan Houff, Associate Director Business Operations	
Supervisor Phone: 540-568-3414	Supervisor Email: houffje@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.	Filing, making copies
3.	Answering phones and transferring calls
4.	Assisting with walk in traffic
5.	Various office projects
6.	Auditing key boxes
7.	Collating and filing, running errands to various locations on campus
8.	Becoming knowledgeable of Residence Life policies and procedures
9.	Data Entry, word processing, scheduling appointments
10.	

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

Student Employee Signature:	Date:
Reviewer's Signature: Cindy Leake	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.**