# Position Description

## Student & Position Information:

<table>
<thead>
<tr>
<th>Student Employee Name:</th>
<th>Student ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Account Code:
- ☒ Institutional Employment (114400)
- □ Federal Work Study (114600)
- □ 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 ~MSC 2401

### Employment Start Date: Employment End Date:
- 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):

Program Advisers assist all JMU Resident Advisers (RAs) with programming, motivation, and publicity, but their main focus is to help first year students in their transition to JMU.

## CLASSIFICATION & PAY SCALE see reverse for level qualifications:

<table>
<thead>
<tr>
<th>Classification of Position:</th>
<th>Program Assistant I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Position:</td>
<td>Program Advisor</td>
</tr>
</tbody>
</table>
| Wage / Pay Rate or Range: | | *


## 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. Report directly to the SLI Resource Center Grad Assistant.

3. Provide individualized service to students who come to the SLI Resource Center, Assist RA’s, HD’s & Community Activities Board members with programming through planning, brainstorming, resource referral, general information, and act as programming liaison to assigned residence halls.

4. 

5. 

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10. 

Revision Date: January 2020
DUTIES & RESPONSIBILITIES and how they relate to the purpose or role of the student employee:

11. 

12. 

13. 

14. 

15. 

PAY SCALE BASED ON Knowledge, Skills & Abilities:

<table>
<thead>
<tr>
<th>Level 1-Basic</th>
<th>Level II- Intermediate</th>
<th>Level III-Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>*(Pay scale $7.25 - $7.95)</td>
<td>*(Pay scale $8.00 - $9.55)</td>
<td>*(Pay scale $8.90 – $11.70)</td>
</tr>
<tr>
<td>-Routine &amp; non-complex</td>
<td>-Moderate difficulty</td>
<td>-Considerable difficulty</td>
</tr>
<tr>
<td>-Procedures are well established</td>
<td>-Alternate methods of resolution are available</td>
<td>-Extensive problem solving &amp; decision making required</td>
</tr>
<tr>
<td>-Close supervision with assistance readily available</td>
<td>-Transfers some instructions buy may use independent judgment within limits</td>
<td>-Usually involves concurrent activities</td>
</tr>
<tr>
<td>-Limited independent decision making</td>
<td>-Receives supervision in the form of a general outline</td>
<td></td>
</tr>
<tr>
<td>-Duties performed independently after training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-No supervision given</td>
<td>-Supervisory responsibilities for limited activities</td>
<td>-Involves supervisory responsibilities for large or complex activities</td>
</tr>
<tr>
<td>-Limited to job task performance</td>
<td>-Responsible for segment of the total operation activity</td>
<td>-Responsible for the specialized or whole operation</td>
</tr>
<tr>
<td>-On the job training provided</td>
<td>-Relevant job related knowledge required</td>
<td>-Requires specified advanced experience indicating advanced knowledge in area</td>
</tr>
<tr>
<td>-None or minimal previous training required</td>
<td>-Relevant job related training</td>
<td>-Requires specified advanced training</td>
</tr>
<tr>
<td>-None or minimal experience related to job</td>
<td>-Prior experience necessary</td>
<td>-Requires moderate experience</td>
</tr>
</tbody>
</table>

*NOTE: Change pay scale if necessary. Minimum wage is $7.25/hr

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

Student Employee Signature: ___________________________ Student ID: ___________________________ Date: ___________________________

Reviewer’s Signature: Rosie McArthur 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
738 S. Main St., MSC 3519, SSC 5th Floor
Harrisonburg, VA 22807
Phone (540)568-3269   Fax (540) 568-7994
studentjobs@jmu.edu

Revision Date: January 2020