### 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)

<table>
<thead>
<tr>
<th>Department Org. Code: 300000</th>
<th>Department: Office of Residence Life</th>
</tr>
</thead>
</table>

**Student Employee’s work location (address, building name & MSC code):**  
200 Huffman Service Drive ~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):** Office Assistant

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

**Classification of Position:** Student Assistant I

**Title of Position:** Student Assistant  
**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. Pick up / Deliver items to other offices on campus.

3. Become knowledgable of Residence Life policies and procedures.


5. Data Entry and word processing.

6. Answer phones and scheduling appointments

7. Assist Office staff as requested.

8. Provide Customer Service

9. 

10. 

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

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><em>(Pay scale $7.25 - $7.95)</em></td>
<td><em>(Pay scale $8.00 - $9.55)</em></td>
<td><em>(Pay scale $8.90 – $11.70)</em></td>
</tr>
<tr>
<td>-Routine &amp; non-complex Procedures are well established</td>
<td>-Moderate difficulty Alternate methods of resolution are available</td>
<td>-Considerable difficulty Extensive problem solving &amp; decision making required Usually involves concurrent activities</td>
</tr>
<tr>
<td>-Close supervision with assistance readily available Limited independent decision making Duties performed independently after training</td>
<td>-Receives some instructions but may use independent judgment within limits</td>
<td>-Receives supervision in the form of a general outline</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 Specialized 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/](http://www.jmu.edu/student-employment/supervisors/)

Student Employment
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Harrisonburg, VA 22807
Phone (540) 568-3269 Fax (540) 568-7994
studentjobs@jmu.edu

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