**Position Description**

**Student & Position Information:**

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

<table>
<thead>
<tr>
<th>Account Code:</th>
<th>Institutional Employment (114400)</th>
<th>Federal Work Study (114600)</th>
<th>Graduate Assistant (114200)</th>
</tr>
</thead>
</table>

**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:**

**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):** Social Media and Marketing Coordinator with social media engagement, coverage, organization, content creation, design and ideation.

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

**Classification of Position:** Videographer I

**Title of Position:** Videographer

**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. Provide individualized service to students/ORL staff that comes into the SLI Resource Center seeking videography assistance related to residence hall events.

3. Maintain a 2.0 minimum cumulative GPA. Assist SLI Resource staff with videography needs.

4. Participate in 10 - 12 hours per week of meeting with customers, completing videography projects and graphic design projects (as needed) during assigned office hours. Complete additional 1-3 hours a week out-of-the-office responsibilities including,

5. but not limited to: video shoots and training activities.

6. Develop videos to further the marketing efforts of all departments within ORL.

7. Duties will include day, evening and some weekend hours/responsibilities.

8. Meet with the Marketing Committee at weekly meetings.

9. Attend training sessions as directed by the Associate Director of Residence Life.

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

*(Continued)*

*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:

**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</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>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>Limited independent decision making</td>
<td>-Duties performed independently after training</td>
<td>Usually involves concurrent activities</td>
</tr>
<tr>
<td>No supervision given</td>
<td>-Receives some instructions but may use independent judgment within limits</td>
<td></td>
</tr>
<tr>
<td>Limited to job task performance</td>
<td>-Supervisory responsibilities for limited activities</td>
<td>Involves supervisory responsibilities for large or complex activities</td>
</tr>
<tr>
<td>On the job training provided</td>
<td>-Responsible for segment of the total operation activity</td>
<td>Responsible for the specialized or whole operation</td>
</tr>
<tr>
<td>None or minimal previous training required</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 experience related to job</td>
<td>-Relevant job related knowledge required</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:** 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  

Revision Date: January 2020