James Madison University

Student Employee Handbook





Revised: July, 2025

**A Letter from the Student Employment Office**

**Dear Student Employee,**

Welcome to the James Madison University Student Employment Program! We’re excited to have you on board and hope your experience as both a student and an employee at JMU will be enriching and rewarding.

As a student employee, the work you do plays an important role in supporting the university’s mission: *To prepare students to be educated and enlightened citizens who lead productive and meaningful lives.* Your contributions truly make a difference.

This handbook is designed to be a helpful resource, providing you with the information and tools you need to succeed in your role. If you have questions or encounter any challenges during your employment, the Student Employment Office is here to support you. For department-specific matters, please reach out directly to your supervisor.

For a complete and up-to-date list of university policies, please visit the University Policy Committee’s website: <http://www.jmu.edu/JMUpolicy/numberlist.shtml>.

We wish you all the best in your position and your academic journey at JMU.

Sincerely,

**Student Employment**

This handbook has been developed by the Student Employment Office and is intended solely for student employees of James Madison University. It does not constitute an employment contract or imply any contractual agreement. The policies, procedures, and information outlined in this handbook are subject to change at any time without prior notice by the university and/or the Commonwealth of Virginia.

**Student Employment Contact Information**

Location & Mailing Address: 5th Floor Student Success Center

MSC 3519 738 S. Mason Street Harrisonburg, VA 22807

Email Address: [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu)

Website: [www.jmu.edu/student-employment](http://www.jmu.edu/student-employment)

Telephone Number: 540-568-3269

Fax Number: 540-568-7994

**Student Employment Mission Statement**

***To enhance student learning and meet departmental student employment needs by providing meaningful work experiences.***

**Introduction**

**Objectives of Student Employment**

The Student Employment program at James Madison University is designed to:

* Establish consistent practices and procedures for student employment,
* Provide a centralized system for accessing student job opportunities,
* Promote awareness of student employment across campus,
* Offer meaningful learning experiences, and
* Expand the range and availability of both on- and off-campus employment options.

The guidelines, policies, and procedures outlined in this handbook have been carefully developed to support the needs of student employees.

Student employment plays a vital role in advancing the university’s mission of student education. It is intended to be both a valuable learning experience and a productive activity that complements a student’s academic journey. We encourage all student employees to take ownership of their roles, understand their responsibilities, and actively contribute to making their employment experience a positive and enriching one.

**Guidelines for Student Employees**

**On-Campus Employment Overview**

On-campus employment offers students a valuable opportunity to enhance their college experience through meaningful work. By accepting a campus job, you are also accepting the responsibilities that come with it. To support your success, a set of guidelines and expectations has been established.

These guidelines are designed to address common questions about student employment. If you need additional assistance, your supervisor and the Student Employment Office are always available to help.

Whether you are employed through the Federal Work-Study Program or the Institutional Employment Program, your role as a student employee provides real-world experience and helps you develop transferable skills essential for long-term career success.

Student employees are expected to uphold high standards of professionalism that reflect positively on both you and the university. This includes performing assigned duties promptly and efficiently, exercising sound judgment, and demonstrating courtesy and respect toward coworkers, supervisors, and the public.

**Advantages of Student Employment**

**Benefits of Student Employment**

* **Fostering Community and Belonging:**  
  For new students, working on campus helps build a sense of connection and belonging. Students who engage with their university community often perform better academically and are more likely to persist through graduation.
* **Building a Work History and Core Skills:**  
  Student employment provides an opportunity to establish a professional work record while developing essential workplace skills such as punctuality, time management, communication, and teamwork.
* **Gaining Real-World Experience:**  
  Through the processes of interviewing, hiring, training, and working under supervision, student employees gain valuable preparation for the professional world. You also learn how to collaborate with coworkers, interact with the public, meet expectations, and achieve goals.
* **Exploring Career Paths:**  
  On-campus jobs allow students to explore a variety of roles and departments, offering exposure to different career options and help make more informed decisions about your future.

**The Student Employment Policy**

**(**[JMU Policy 1334](http://www.jmu.edu/JMUpolicy/1334.shtml)**)**

**Nature of Student Employment**

Student employees are hired on a part-time, at-will basis and serve at the discretion of James Madison University. As such, student employees are not covered under the provisions of the Virginia Personnel Act.

The purpose of student employment is to support university operations by providing additional staffing for part-time, seasonal, or temporary workloads, including interim replacements, short-term projects, or roles that do not require full-time classified employees.

It is important to note that student employment does not include internships, fellowships, assistantships, or other positions where the primary purpose is academic training related to degree completion. (For more information, refer to Section 9: Exclusions and [Policy 2103](https://www.jmu.edu/jmu-policy/policies/2103.shtml): Graduate Assistants.)

**Student Employee Eligibility**

**Eligibility Requirements for Student Employment**

To qualify for a student employment position at James Madison University, students must meet the following criteria:

* **Enrollment Status:**  
  Be enrolled with part-time status as verified by the Office of the Registrar.
  + *Undergraduate students:* Must be enrolled in at least 6 credit hours.
  + *Graduate students:* Must be enrolled in at least 5 credit hours.
* **Academic Standing:**  
  Maintain good academic standing with the university.
* **Financial Aid Requirements (for FWS positions only):**  
  Meet the Satisfactory Academic Progress (SAP) standards as defined by the Office of Financial Aid & Scholarships.

**Student Employee Rights**

As a student employee at James Madison University, you are entitled to the following:

* **Compensation and Work Details:**  
  Clear information regarding your rate of pay, Federal Work-Study (FWS) award amount (if applicable), and the expected number of work hours per week.
* **Job Description and Expectations:**  
  A defined job description along with your supervisor’s expectations and performance standards.
* **Work Schedule:**  
  A clearly communicated and mutually agreed-upon work schedule.
* **Training:**  
  Sufficient training to ensure you can perform your assigned duties effectively and confidently.
* **Work Environment:**  
  A safe, clean, and respectful workplace.
* **Supervision and Feedback:**  
  Regular supervision and constructive feedback on your performance, including formal evaluations when appropriate.
* **Timekeeping Procedures:**  
  Clear instructions on how to accurately complete and submit your timesheets.
* **Absence Protocols:**  
  Guidance from your supervisor on the proper procedures to follow if you are unable to report for a scheduled shift.
* **Conflict Resolution:**  
  Access to a process for voicing concerns or addressing issues related to your job or supervisor.

**Student Employee Responsibilities**

As a student employee at James Madison University, you are expected to:

* **Understand Employment Terms:**  
  Familiarize yourself with the terms of your Student Employment Contract and/or Federal Work-Study (FWS) award, as well as general student employment policies.
* **Complete Required Documentation:**  
  Submit the Employment Eligibility Verification Form (I-9) on or before your first day of work and complete all other hiring paperwork promptly.
* **Coordinate with Your Supervisor:**  
  Provide your supervisor with a copy of your class schedule. You may not be scheduled to work during your class times.
* **Report as Scheduled:**  
  Begin work on the agreed-upon contract start date and report to your assigned department as scheduled.
* **Understand Job Expectations:**  
  Be aware of your specific job duties and your supervisor’s expectations and performance standards.
* **Follow Departmental Guidelines:**  
  Adhere to the work rules and requirements of your employing department.
* **Be Reliable and Punctual:**  
  Arrive on time for your scheduled shifts and work the full duration of your assigned hours.
* **Communicate Absences:**  
  Notify your supervisor in advance if you are unable to work due to illness or other valid reasons. Provide as much notice as possible.
* **Work Efficiently:**  
  Perform your tasks in a timely and effective manner. Use your work time productively and avoid unnecessary socializing.
* **Plan Your Schedule Wisely:**  
  When possible, schedule work shifts in two- to three-hour blocks to maximize productivity.
* **Maintain Professional Conduct:**  
  Be courteous and respectful to your supervisor, coworkers, and guests at all times.
* **Submit Timesheets Accurately:**  
  Complete, sign, and submit your timesheets to your supervisor each pay period. Failure to submit timesheets for two consecutive pay periods (one month) may result in termination of employment.

**Performance Prohibitions**

**Prohibited Conduct**

The following actions are considered serious violations of university policy and may result in disciplinary action, including termination of employment:

* **Breach of Confidentiality or Falsification:**  
  Unauthorized disclosure of confidential information or falsifying any records or documentation.
* **Misuse of University Property:**  
  Inappropriate use of university resources, including office supplies, equipment, mail services, or telephones for personal purposes.
* **Violence or Threats:**  
  Threatening, attempting, or inflicting bodily harm on another individual.
* **Substance Use:**  
  Possession, use, or being under the influence of alcohol or illegal drugs during work hours.
* **Weapons Possession:**  
  Possession of illegal or unauthorized weapons on university property.
* **Timesheet Fraud:**  
  Falsifying work hours or signatures on timesheets.
* **Theft:**  
  Stealing money, equipment, or personal/university property.

**Consequences of Policy Violations**

Violations of student employment policies or workplace expectations may result in immediate termination. While the guidelines provided are general, individual departments may have additional rules or expectations specific to their roles and responsibilities.

Developing strong work habits is essential for your future career success. If you are ever unsure about your job duties or expectations, do not hesitate to ask your supervisor for clarification. Maintaining a positive and professional relationship with your supervisor is important, as they may be asked to provide references for future employment opportunities.

**Standards of Conduct and Disciplinary Process**

If a student employee’s performance or behavior is unsatisfactory, the supervisor should first address the issue directly with the student through a constructive conversation. If the issue persists, the supervisor and student should work together to create a written notice outlining:

* The specific areas of concern,
* Expectations for improvement, and
* A reasonable timeframe for achieving the necessary improvements.

If the student does not demonstrate satisfactory improvement within the designated period, the department must provide written notification to both the student and the Student Employment Office, explaining the reason for dismissal.

**20 Hour Work Week Rule**

**Student Employee Work Hour Guidelines**

* **During the Academic Year:**  
  While classes are in session—including exam weeks—student employees may work up to **20 hours per week**. Most students typically work between **10 to 12 hours per week** during the academic semester.
* **During University Breaks (Winter/Spring):**  
  When classes are not in session for a full week (e.g., winter or spring break), student employees may work up to **40 hours per week**.
* **During the Summer Term:**
  + If enrolled in summer classes, student employees may work up to **20 hours per week** during the weeks they are attending class.
  + If **not** enrolled in summer classes, student employees may work **up to or beyond 40 hours per week**, depending on departmental needs and approval.

**Maximum Work Hours**

Student employees working under Institutional Employment (IE), or the Federal Work-Study (FWS) program are limited to a maximum of **20 hours per week** while classes are in session. A workweek is defined as **Sunday through Saturday**.

**Federal Work-Study (FWS) Award Limits**

FWS student employees may not continue working in an FWS position once they have earned the full amount of their award, as stated in their offer letter from the Office of Financial Aid & Scholarships. To view your FWS award:

1. Log into **MyMadison**
2. Navigate to **Student Center**
3. Click on the current award year to access your offer letter

Once the full FWS award has been earned, the student must either stop working or be transfered to an Institutional Employment (IE) position. This transition is at the discretion of the hiring department and depends on available departmental funding.

**Special Scheduling Notes**

If the semester begins mid-week (e.g., on a Wednesday), student employees are only permitted to work **up to 20 hours** from the Sunday prior to the first day of the semester through that Saturday at midnight.

**Exceptions to the 20-Hour Rule**

The following students are exempt from the 20-hour weekly limit:

* **Adult Degree Program (ADP) students**
* **Graduate students without assistantships**
* **Graduate students with assistantships**, with prior approval from The Graduate School

For more details, please refer to [JMU Policy 1334](https://www.jmu.edu/jmu-policy/policies/1334.shtml).

**Student Employment Programs**

James Madison University offers two primary on-campus employment programs to support degree-seeking students:

**Federal Work-Study (FWS) Program**

The FWS program is a federally subsidized initiative designed to provide part-time employment to students who demonstrate financial need, as determined by the Free Application for Federal Student Aid (FAFSA).

**Eligibility Requirements:**

* Must be a degree-seeking student
* Must demonstrate financial need (via FAFSA)
* Must be enrolled at least half-time:
  + 6 credit hours (undergraduate)
  + 5 credit hours (graduate)
* Must meet Satisfactory Academic Progress (SAP) standards

**Note:** FWS employment is only available during the academic year. Students may not begin work before the first day of the fall semester or continue after the last day of the spring semester. There are no FWS positions available during the summer.

**Off-Campus FWS Opportunities (Coordinated by Community Engagement & Volunteer Center, CEVC):**

* *Community Service*: Work with agencies that aim to improve the quality of life for local residents.
* *America Reads Program*: Serve as a literacy tutor in local elementary schools.

For questions about FWS eligibility or employment, contact Student Employment at [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) or review the FWS FAQs.

**Institutional Employment (IE) Program**

The IE program is funded entirely by JMU and is not based on financial need. Students do not need to file a FAFSA to participate.

**Eligibility Requirements:**

* Must be a degree-seeking student
* Must be enrolled at least half-time:
  + 6 credit hours (undergraduate)
  + 5 credit hours (graduate)
* Must meet Satisfactory Academic Progress (SAP) standards

**Summer Employment:**

* Students must either:
  + Be enrolled in at least 3 credit hours, or
  + Have intent to re-enroll for the upcoming fall semester (or be graduating in August)

**Graduate Assistantships (GA, TA, RA, SA, AA, DOC)**

Graduate and doctoral students may apply for assistantships through the PageUp system or by visiting the Graduate School website.

**Eligibility Requirements:**

* Must be conditionally or unconditionally accepted into a graduate program  
  *(provisionally accepted students are not eligible until status changes)*
* Must have an official transcript verifying a completed bachelor’s degree from a regionally accredited institution
* Must maintain a minimum 3.0 GPA to retain or reapply for the assistantship

*Individual graduate programs may set additional eligibility criteria.*

**Base Stipends (2025–2026 Academic Year):**

* Teaching Assistants (TA) & Athletics Assistants (AA):  
  $11,519 annually ($5,759.50 per semester)
* Graduate Assistants (GA), Service Assistants (SA), Research Assistants (RA):  
  $9,816 annually ($4,908 per semester)
* Doctoral Assistants (DOC):  
  $19,277 annually ($9,638.50 per semester)

*Note: Stipends for Doctoral Assistants and grant-funded positions may vary.*

Health Insurance:

Health insurance is not included in assistantship packages. Students may purchase coverage through the university. For more information, contact the University Health Center at (540) 568-6178.

**Tuition Awards:**

* Most assistantships include a 9-credit hour tuition award per semester for graduate-level coursework.
* Doctoral tuition awards may differ.
* Assistants are responsible for:
  + Undergraduate course tuition
  + Additional fees
  + Credits beyond the awarded amount

*Refer to Attachment B for financial assistance details from The Graduate School.*

**Office of Residence Life**

**Resident Adviser (RA) and Hall Director (HD) Employment Guidelines**

Student employees serving as **Resident Advisers (RAs)** or **Hall Directors (HDs)** are considered **on-call employees** due to the nature of their roles within the residence halls.

* **RAs** typically work an average of **10 hours per week**.
* **HDs** typically work an average of **15 hours per week**.

If you are currently employed as an RA or HD and wish to take on a **second on-campus position**, you must first obtain **approval from the Office of Residence Life (ORL)**.

If approved:

* **RAs** may work **up to 10 additional hours per week** in the second position.
* **HDs** may work **up to 5 additional hours per week** in the second position.

**Multiple Sources of Employment**

Student employees *may* work for more than one department at any given time. **If you work in two or more departments, it is the responsibility of all supervisors and you to ensure that you do not work more than a total of 20 hours per week during the fall/spring semesters**. **It is particularly important that international students do not exceed 20 hours per week as this could result in deportation**.

Exceptions to the 20-hour work week rule: Adult Degree Program (ADP) students and Graduate Students without an assistantship are allowed to work over the 20-hour limit. Graduate students with assistantships are also exempt from this rule with the approval

of The Graduate School. Please see [JMU Policy 1334](https://www.jmu.edu/JMUpolicy/policies/1334.shtml) for more information.

***Part-Time Off-Campus Employment Program***

The Part-Time Off-Campus Employment Program is designed to provide resources to assist you with finding part-time, off campus employment, regardless of financial need. Additionally, the program is centered on creating real-world experiences that will not only increase self-knowledge but develop marketable skills that will provide a solid foundation for securing career options beyond graduation. View open positions by choosing Off-Campus Job Announcements from the student employment website at <http://www.jmu.edu/student-employment/students/off-campus.shtml>.

**Affiliate Employment Opportunities**

Students interested in working with JMU-affiliated service providers should apply directly through the appropriate organization listed below:

**Dining Services (Aramark)**

To apply for a position in one of JMU’s dining facilities, students should contact [**Aramark**](https://www.campusdish.com/)directly. Applications can be obtained by visiting their office at:

**Aramark**  
150 Bluestone Drive, MSC 0901  
Harrisonburg, VA 22807

**JMU Bookstore (e-Follett)**

Students interested in employment at the JMU Bookstore should apply through [**e-Follett**](https://www.jmu.edu/bookstore/jobs.shtml). Applications are available at the bookstore or through the e-Follett system:

**JMU Bookstore**  
211 Bluestone Drive, MSC 2902  
Harrisonburg, VA 22807

**JMU Post Office (Ricoh)**

For positions at the [JMU Post Office](https://www.jmu.edu/mailservices/index.shtml), students should apply through [**Ricoh**](https://www.jmu.edu/mailservices/index.shtml). Applications are available at the post office, located in Madison Union:

**JMU Post Office**  
Madison Union, MSC 0001  
Harrisonburg, VA 22807

**Employment Basics**

**MyMadison Access**

**MyMadison** is your central portal for accessing JMU student and employment information. You can find it under the **Current Students** section on the JMU homepage.

Once your hiring paperwork has been processed through JMU’s payroll system, an **Employee tab** will appear in addition to your Student tab. Under the Employee tab, you can:

* View your pay statements
* Update tax withholding forms
* Manage direct deposit information

**Timesheets**

Student employees are required to **accurately complete, sign, and submit timesheets** to their supervisor **each pay period** to ensure timely payment.

**Important:** Submitting timesheets is a condition of employment. Failure to submit timesheets for **two consecutive pay periods (one month)** may result in termination.

**Pay and Direct Deposit**

Participation in **direct deposit** is mandatory for all student employees. You may have your pay distributed to **up to four accounts** at the financial institution(s) of your choice.

Pay information is accessible through **MyMadison** under the Employee tab.

**Pay Schedule**

* **16th of each month:** Pay for hours worked from the **16th to the end of the previous month**
* **Last business day of each month:** Pay for hours worked from the **1st to the 15th of the current month**

If a payday falls on a weekend or holiday, payment will be issued on the **preceding business day**.  
*Example: Hours worked from September 1–15 will be paid on September 30.*

**Minimum Wage Information**

* **Federal Minimum Wage:** $7.25/hour (effective since July 24, 2009)
* **Virginia Minimum Wage (as of January 1, 2024):** $12.41/hour

JMU complies with the **higher of the two rates**, meaning all university employees are paid **at least the Virginia minimum wage**.

The federal minimum wage is governed by the **Fair Labor Standards Act (FLSA)** and enforced by the **U.S. Department of Labor**.

*For detailed pay scale information, please refer to Attachment A.*

***Federal Insurance Contributions (FICA) Exemption***

A student employee at James Madison University may qualify for the FICA exemption if **all** the following conditions are met:

* **Enrollment Status:**  
  The student must be enrolled and attending classes on at least a **half-time basis**:
  + Undergraduate students: **6 or more credit hours**
  + Graduate students: **5 or more credit hours**  
    *(As defined by the University Registrar)*
* **Employment Status:**  
  The student must **not** be eligible for employee benefits typically offered to non-student positions, such as:
  + The 403(b) annuity program
  + The Virginia state retirement program
  + Tuition waiver benefits
* **Timing of Employment:**
  + The student begins work **within one month before** the start of a semester in which they are enrolled at least half-time, or
  + The student ends employment **within one month after** the end of a semester in which they were enrolled at least half-time
* **Summer and Break Periods:**
  + The exemption **does not apply** during the summer if the student is **not enrolled at least half-time** during that term
  + The exemption also does **not apply** during any university break that lasts **longer than five weeks**

**Note:** A student’s half-time enrollment status is determined **after the add/drop period** of each semester.

For more information, please visit the [JMU Payroll Services website](https://www.jmu.edu/financeoffice/accounting-operations-disbursements/payroll/ss-fica-and-student-fica.shtml).

***Fair Labor Standards Act (FLSA)***

The **Fair Labor Standards Act (FLSA)** is a federal law that establishes key labor standards, including:

* **Minimum wage requirements**
* **Overtime pay eligibility**
* **Recordkeeping obligations**
* **Child labor protections**

These standards apply to both full-time and part-time workers in the private sector as well as in federal, state, and local government positions.

For more detailed information, please visit the official FLSA website at

<https://www.employmentlawhandbook.com/employment-and-labor-laws/federal/flsa/>

***Meals and Breaks***

Under the **Fair Labor Standards Act (FLSA)**, employers are **not required** to provide meal or rest breaks to student employees. However, supervisors may choose to offer breaks at their discretion.

* **Short Breaks:**  
  Supervisors may allow brief rest periods (typically 20 minutes or less). These breaks **do not need to be paid** as long as the student employee is **completely relieved of duties** and free to use the time as they wish.
* **Meal Breaks for Extended Shifts:**  
  If a student employee works a shift of **8 hours or more**, they **must be provided a 30-minute meal break**. This break may be **paid or unpaid**, depending on the department’s policy.

***Overtime During Academic Breaks and Summer***

Student employees may work more than 40 hours per week **only** during official academic breaks (e.g., Thanksgiving, winter, spring) or during the **summer** if they are **not enrolled in classes**.

**Overtime Pay Requirements**

* If a student employee works **more than 40 hours in a single workweek** (Sunday through Saturday) during these periods, the employing department is required to pay **overtime at 1.5 times the regular hourly rate** for all hours worked beyond 40.
* This applies regardless of whether the hours are worked in one position or split between **multiple JMU student employment positions**.

**Important:** If a student holds more than one position and exceeds 40 hours in a week, the **department that records the final hours** pushing the total over 40 will be responsible for paying the overtime.

***Disability Services***

The **Americans with Disabilities Act (ADA)** prohibits discrimination against individuals with disabilities in all areas of public life, including employment. Under the ADA, a person is considered to have a disability if they:

* Have a physical or mental impairment that substantially limits one or more major life activities,
* Have a record of such an impairment, or
* Are regarded as having such an impairment.

If you are a student employee who meets the ADA definition of a disability, you are entitled to **reasonable accommodations** that enable you to perform the **essential functions** of your job.

The **Office of Disability Services (ODS)** at JMU is available to work with you and your department to identify and implement appropriate accommodations that support your success in the workplace.

For assistance or more information, please contact the [Office of Disability Services](https://www.jmu.edu/ods/index.shtml).

### ***Family Educational Rights and Privacy Act (FERPA)***

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records. Because a student’s primary relationship with James Madison University is as an enrolled student, any employment records related to on-campus jobs are considered part of the student’s **educational record**.

As such, these records **cannot be released** to third parties without the **student’s written consent**, in accordance with FERPA regulations.

**Annual Notification of FERPA Rights**

JMU is required to notify all enrolled students of their FERPA rights each year. This notification is distributed **after the third week of the fall semester** and is also published in both the **Undergraduate and Graduate Catalogs** as well as on the Registrar’s website.

***Social Security Cards***

All student employees are required to provide a **copy of their Social Security card** upon hire. This is a **federal requirement** to ensure that the name on your paycheck **exactly matches** the name on your Social Security card.

**If You Do Not Have Your Card:**

If you’ve lost your card or do not currently have a copy, you can request a replacement by:

* Applying online at the [Social Security Administration (SSA) website](https://www.ssa.gov/myaccount/), or
* Visiting the local SSA office in person:

**Social Security Administration Office**  
351 N. Mason Street  
Harrisonburg, VA 22802

**Temporary Documentation:**

When you apply for a replacement card, the SSA will issue a **receipt** confirming your application. This receipt may be used as a **temporary placeholder** until your new card arrives by mail. Once you receive your new Social Security card, it is your responsibility to **submit a copy** to the **Student Employment Office** promptly.

***Background Check Requirement***

All newly hired or rehired student employees will be subject to a **criminal history background check** if their job responsibilities include any of the following:

* **Handling or Processing Financial Transactions:**  
  Involvement with credit card data, payments, or transactions, in compliance with the university’s adherence to **Payment Card Industry Data Security Standards (PCI DSS)**.
* **Access to Confidential or Personally Identifiable Information (PII):**  
  This includes access to systems such as **PeopleSoft** (HRMS, Student Administration, Finance) or any data containing names, phone numbers, Social Security numbers, or other sensitive information.
* **Interaction with Minors:**  
  Any role that involves direct contact with children or minors.

These checks are conducted to ensure the safety and security of the university community and to comply with applicable data protection and safety standards.

***Electronic I-9 Employment Verification Form***

In accordance with JMU policy and federal law, all **newly hired or rehired student employees** (that have not worked at the university for 1 year or more) must complete the **electronic I-9 Employment Eligibility Verification Form** **on or before their first day of work**.

**Step 1: Complete Section 1**

You must complete **Section 1** of the I-9 form online at [www.newi9.com](http://www.newi9.com) using the following credentials:

* **Employer Code:** 17737
* **Location:** Student Employment

**Step 2: Complete Section 2 with Student Employment**

After submitting Section 1, you will receive an email from [**studentjobs@jmu.edu**](mailto:studentjobs@jmu.edu) at your **Dukes email address**. This email will include:

* A link to Student Employment’s **Outlook calendar**
* Instructions for scheduling your appointment
* A list of **acceptable documents** to bring
* The **location** of your appointment

**Important:** You must respond promptly. Delays in completing the I-9 process will result in a delayed start date and may postpone your first paycheck.

**Compliance and Penalties**

Failure to complete the I-9 form before beginning work may result in **fines to the department and/or the university**. As of **August 1, 2018**, departments that allow student employees to begin working without proper I-9 authorization will be assessed a fine.

It is the **shared responsibility** of both the student employee and the hiring department to ensure the I-9 is completed in full and on time.

**Required Documentation**

To complete Section 2, you must present **original and unexpired documents** from the list of acceptable documents provided by the U.S. Citizenship and Immigration Services (USCIS).

For more information, visit: [Employment Eligibility Verification | USCIS](https://www.uscis.gov/i-9)

***E-Verify Compliance***

As part of the hiring process, all new student employees are required to complete the **Form I-9, Employment Eligibility Verification**. In accordance with federal regulations:

* A **Social Security number** must be provided in **Section 1** of the I-9.
* Any **List B document** presented to establish identity **must include a photo**.

**E-Verify System**

All student employees hired on or after **June 1, 2011,** are automatically entered into the **E-Verify** system—an internet-based program operated by the **U.S. Department of Homeland Security (DHS)** in partnership with the **Social Security Administration (SSA)**. This system allows employers to electronically verify the employment eligibility of newly hired individuals.

At JMU, once **Section 2** of the electronic I-9 is completed with Student Employment, the E-Verify process is automatically initiated.

**Rehires**

If a student employee is rehired after a **break in service of one year or more**, they must:

* Complete a **new electronic I-9**, and

Be **re-verified** through the E-Verify system.

### ***Evaluations***

It is essential that you and your supervisor regularly review your job responsibilities and clearly define performance expectations. To support your development, both formal and informal performance evaluations should be conducted on a periodic basis. We highly encourage supervisors to complete a formal evaluation of each student employee every semester.

These evaluations serve as valuable tools for assessing your progress and providing constructive feedback. They also offer a meaningful opportunity to discuss areas of interest where you’d like to gain experience aligned with your career goals. Open communication through evaluations benefits both you and your supervisor by fostering mutual understanding and growth.

Your employment at James Madison University can be a more enriching and rewarding experience when viewed as a learning opportunity. To make the most of this role, be proactive in sharing with your supervisor the types of experiences and skills you hope to gain.

***Safety in the Workplace***

James Madison University strives to provide all employees with a working environment that is free from recognized health or safety hazards. JMU's [Office of Public Safety](https://www.jmu.edu/publicsafety/) strives to improve the quality of life of those we serve by developing partnerships with the university community so that together we can effectively address issues and concerns. Our primary goal is to maintain a secure environment with equal protection under the law and to provide dedicated service for all persons living, working, and visiting with the university. The Safety Coordinator, through the [Office of Risk Management](https://www.jmu.edu/riskmgmt/), conducts safety surveys and inspections, investigates fires and hazardous materials spills, and provides awareness training in all aspects of environmental and workplace safety and health. The office works closely with the Harrisonburg Fire Department, the Virginia State Fire Marshal's office, the state's Offices of Risk Management, Waste Management, and Occupational Safety and Health, and safety equipment service contractors.

The James Madison University Police Department has received accreditation from the Virginia Law Enforcement Professional Standards Commission after in-depth review of every aspect of the agency’s organization, management, operations, and administration to assure the highest standards are practiced. The JMU police have the authority to enforce all regulations and laws, both of the University and of the Commonwealth of Virginia, within their jurisdiction which includes a core campus of 712 acres and 111 major buildings to include all university-owned, -leased or -controlled property, the adjacent streets and sidewalks and expanded off-campus jurisdiction within designated neighboring areas of the City of Harrisonburg through a concurrent jurisdiction agreement. Police officers are members of a patrol unit, an investigative/forensic unit or a crime prevention unit. Patrol units patrol the campus 24 hours a day, seven days a week while enforcing state statutes along with regulations of the university, protecting property, and responding to reported criminal incidents and traffic concerns. Four patrol officers are also Joint Task Force officers which augment the Harrisonburg Police Department in the surrounding extended patrol jurisdiction of JMU Police Department in the off-campus student housing areas adjacent to campus. The forensic unit consists of cyber and evidence gathering response personnel that work in concert with investigators which handle reported cases that require in-depth follow-up investigations. The operations division provides for the coordination of communications, crime prevention/analysis, and special events coordination to ensure appropriate levels of supervision, personnel, security, and traffic control are provided to ensure safety at these venues and provide for emergency situations that may arise. University police officers are graduates of state-affiliated regional criminal justice training academies and are required to complete 40 hours of in-service training biennially. All are certified by the State Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and certification at the firing range.

The JMU Police Department utilizes automatic external defibulators (AEDs) in the field. All sworn personnel within the department have been trained on the proper use of AEDs and basic life support techniques (cardio-pulmonary resuscitation - CPR).

The James Madison University Police Department has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation to the JMU community. All crimes or emergencies that occur on the campus of JMU should be reported to the JMU Police through the communications unit for response and documentation. This can be done in person at Anthony-Seeger Hall or by telephone. **The on-campus emergency number, (540) 568-6911, directly connects to the JMU Police Department and should be used when fire, police or medical response is required**. It should be noted that when using a mobile telephone to call university police, callers should dial (540) 568-6911 as dialing 9-1-1 directly may route them to another agency. If you should be routed to another agency, you need to advise them of your specific location at James Madison University so that they may relay this information to the JMU Police Department communications center. The police department also utilizes another emergency number (540) 442-6911 that can be accessed if the JMU telephone network becomes disabled. For information, escort services and other non-emergencies, students and employees should dial (540) 568-6913. Emergency telephones are located across campus to include parking lots and other remote areas. These telephones are housed in highly visible yellow call boxes and feature one-button speed dialing for instant communication with the JMU Police with the location of the activated telephone automatically identified to the police communications staff. If you feel that a crime has been committed against you, you have witnessed a crime in progress, or that you have information about a crime that has occurred, please contact the JMU Police Department immediately.

**All members of the JMU community are instructed to notify the JMU police immediately, or as soon as safely possible, of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an imminent or on-going threat to the health and safety of students, staff and visitors to the campus.**

The Office of Public Safety provides information on crime prevention, emergency notification procedures, and emergencies such as hostile intruders and suspicious packages and provides links to other resources. [The Comprehensive Safety Plan](https://www.jmu.edu/safetyplan/) provides additional information.

[The Annual Security Report and Fire Safety Report](https://www.jmu.edu/publicsafety/clerycompliance/Annual-Security-and-Fire-Safety-Report.shtml) contains safety and security-related policy statements, safety information, and crime statistics for the most recent three-year period.

**“Your Right to Know”**

A copy of the JMU Annual Security Report and Annual Fire Safety Report for the Harrisonburg campus and the three overseas branch campuses; Florence, Antwerp, and London, are available upon request.

The Annual Security Report includes statistics for the most recent three-year period of reported crimes, including “hate” motivated crimes, that occurred on campus, in certain off-campus buildings or property owned or controlled by JMU or its affiliates, and on public property within, or immediately adjacent to and accessible from the campus. This report also includes information regarding the law enforcement authority of the university police; means of immediate notification of students and staff upon confirmation of a significant emergency on campus; protocols for students missing more than 24 hours including voluntary student contact information in cases where the student is missing along with missing person investigation procedures; policies concerning campus security, information on crime prevention, alcohol and drug use, sexual assault, the state sex offender registry and the reporting of any crimes that may occur on the campus.

The Annual Fire Safety Report includes campus housing fire statistics for the most recent three-year period; a description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; policies or rules on portable electrical appliances, smoking, and open flames in student housing; procedures for student housing evacuation in the event of fire; policies regarding fire safety education and training programs provided to the students, faculty, and staff; procedures that students and employees should follow in the case of a fire; a list of the titles of each person or organization to which students and employees should report that a fire occurred; and plans deemed necessary for future improvements in fire safety.

You can obtain a copy of any of these reports by contacting the Office of Public Safety, MSC 6810, James Madison University, Harrisonburg, VA 22807 or request that a copy be mailed to you by calling (540) 568-6769 or (540) 568-6913.

Although JMU works hard to ensure the safety of all individuals within its community, the individual must also take responsibility for their own personal safety and that of their personal belongings. Our goal is a campus community that is informed, aware, and alert; all sharing the responsibility of making the JMU campus a safe place to study, work and live. Thank you and stay safe!

**Key Policies & Procedures**

***Code of Conduct***

All employees are expected to uphold the mission of James Madison University by performing their duties with integrity, professionalism, and a strong commitment to public trust. Professional conduct is essential in all interactions and responsibilities, reflecting the values and standards of the university community.

***Equal Opportunity***

([JMU Policy 1302](http://www.jmu.edu/JMUpolicy/1302.shtml))

James Madison University does not discriminate and will not tolerate discrimination on the basis of age, color, disability, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status. Conduct by a member of the university community that constitutes discrimination or harassment on the basis of any protected class is a violation of university policy and is sanctionable. See [JMU Policy 1302](https://www.jmu.edu/JMUpolicy/policies/1302.shtml).

Any applicant, employee, student, affiliate or visitor who feels that he or she has been the victim of discrimination or harassment by an employee, affiliate or visitor to the university may file a complaint with the Office of Equal Opportunity. See [JMU Policy 1324](https://www.jmu.edu/JMUpolicy/policies/1324.shtml).

Inquiries or requests for reasonable accommodations for disabilities may be directed to the activity coordinator, the Office of Disability Services, Human Resources or the Office of Equal Opportunity. See [JMU Policy 1331](https://www.jmu.edu/JMUpolicy/policies/1331.shtml).

***Release of Information from Employee Records***

[(JMU Policy 1316)](http://www.jmu.edu/JMUpolicy/policies/1316.shtml)

James Madison University is committed to complying with the Privacy Protection Act and the Freedom of Information Act. This policy outlines the procedures for accessing and releasing employee personal information maintained by the university. See [JMU Policy 1316](https://www.jmu.edu/JMUpolicy/policies/1331.shtml).

***Disabilities & Reasonable Accommodation***

**(**[JMU Policy 1331](http://www.jmu.edu/JMUpolicy/1331.shtml)**)**

**James Madison University is committed to providing reasonable accommodations to qualified individuals with documented disabilities, ensuring equal access and opportunity in employment, education, and participation in university programs and services.**

Individuals with disabilities are expected to meet the same standards of conduct as all other employees, students, and visitors. A disability does not exempt anyone from adhering to university policies or excuse misconduct.

In accordance with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008 (42 U.S.C. § 12101 et seq.), and Section 504 of the Rehabilitation Act (29 U.S.C. § 791 et seq.), the university prohibits discrimination based on disability in employment practices and the provision of services. The university is obligated to provide reasonable accommodations that enable qualified individuals with disabilities to perform job duties, participate in academic programs, and engage in other university activities.

***Telework***

***(***[JMU Policy 1322](https://www.jmu.edu/jmu-policy/policies/1332.shtml)***)***

**Student employees must obtain approval before beginning any telework assignments. A completed and approved Standard Telework Agreement must be submitted to Student Employment (MSC 3519) prior to the start of remote work.**

It is the responsibility of the department and/or supervisor to establish a work schedule and verify that hours are being accurately worked. Student employees are not permitted remote access to JMU systems such as PeopleSoft, university networks, or similar platforms.

To document hours worked, student employees must submit a signed timesheet.

***Inclement Weather***

[(JMU Policy 1309)](https://www.jmu.edu/JMUpolicy/policies/1309.shtml)

**For the purposes of this policy, student employees are considered non-designated part-time staff.**

If the university experiences a delay or closure during a student employee’s scheduled work time, the student employee is not required to report to work unless specifically instructed by their supervisor. In such cases, if the student employee does not work, they will not be paid for the missed hours.

Supervisors have the discretion to allow student employees to make up missed hours. If the delay or closure occurs during a time the student employee is not scheduled to work, they are not expected to report.

***Worker’s Compensation***

([JMU Policy 1312](https://www.jmu.edu/JMUpolicy/policies/1312.shtml))

**If a student employee is injured while on the job, a workers' compensation claim must be filed with James Madison University’s Human Resources Office.** An [Accident/Incident Report](https://www.jmu.edu/humanresources/forms/workers-comp/index.shtml) must be completed and submitted within 24 hours of the incident. This report may be filled out by either the student employee or their supervisor.

***Driving JMU Vehicles***

([Policy 4303](https://www.jmu.edu/JMUpolicy/policies/4303.shtml))

**Student employees may be authorized to operate JMU vehicles, when necessary, provided they meet the following criteria:**

* They are employed under the direction and supervision of James Madison University.
* They are at least 19 years old.
* They have held a valid driver’s license for a minimum of two years.

**Additional stipulations include:**

* Travel is limited to pre-approved destinations; no unauthorized stops or detours are permitted.
* All applicable JMU policies, as well as local, state, and federal laws and regulations, must be followed.
* Only designated passengers are allowed in the vehicle.

If any passengers are minors, the supervising department must obtain written consent from the minor’s parent or guardian prior to transport.

***Discrimination and Harassment***

([Policy 1324](https://www.jmu.edu/JMUpolicy/policies/1324.shtml))

**James Madison University is committed to maintaining a work and study environment free from all forms of harassment, including sexual harassment, intimidation, and exploitation.**

Harassment is defined as unwelcome and offensive verbal, physical, or written conduct that meets any of the following conditions:

* Submission to such conduct is made a condition of employment, academic admission, or participation.
* Submission to or rejection of the conduct is used as the basis for employment or academic decisions, such as promotions, tenure, or grades.
* The conduct significantly interferes with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive environment.

This includes, but is not limited to, unwelcome behavior related to an individual’s race, sex, color, national origin, religion, age, genetic information, sexual orientation, disability, veteran status, parental status, or political affiliation.

For more information, please refer to JMU Policy 1324. Questions, concerns, or reports of violations should be directed to the Office of Equal Opportunity at (540) 568-6991.

***Alcohol and Other Drugs***

**(**[JMU Policy 1110](http://www.jmu.edu/JMUPolicy/1110.shtml)**)**

**James Madison University is committed to maintaining a healthy and safe work environment and complying with all applicable laws regarding the use and abuse of alcohol and controlled substances.** The university aims to apply this policy fairly and consistently while offering support and potential solutions to employees facing substance-related challenges.

**The following actions are strictly prohibited and may result in termination of employment:**

* The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances in the workplace.
* Being under the influence of alcohol or drugs in the workplace, except when drugs are used for legitimate medical purposes.
* Failure to report an arrest for any offense related to criminal drug laws, alcoholic beverage control laws, or driving while intoxicated—whether the conduct occurred on or off duty—within 72 hours to the employee’s supervisor or designated official.
* Criminal conviction for any of the following, whether the conduct occurred on or off duty:
  + A violation of any criminal drug law.
  + A violation of any alcoholic beverage control law or law governing driving while intoxicated.
  + Failure to report such a conviction to the employee’s supervisor within five calendar days.

***Smoking Regulations***

**(**[JMU Policy 1111](http://www.jmu.edu/JMUPolicy/1111.shtml)**)**

**Smoking is prohibited inside all university-owned, leased, or rented buildings, facilities, structures, and vehicles.** This includes parking garages, covered walkways, temporary enclosed structures, trailers, tents, and any structures placed on state-owned property by contractors or vendors. Individual offices are not exempt from this policy.

**Smoking is permitted outdoors** on university grounds such as plazas, sidewalks, malls, and other open pedestrian areas—unless specifically designated as non-smoking zones. In all cases, smokers must remain at least **25 feet away** from any building entrance, exit, outdoor air intake, or operable window, including those of parking garages.

Smokers are required to properly dispose of smoking materials in designated ash urns. Littering university property with smoking waste is strictly prohibited. See [JMU Policy 1111](https://www.jmu.edu/JMUpolicy/policies/1111.shtml).

***Prohibition of Weapons***

**(**[JMU Policy 1105](http://www.jmu.edu/JMUPolicy/1105.shtml))

**The possession, carrying, storage, or maintenance of any weapon—whether concealed or visible—is strictly prohibited on all property owned, leased, or controlled by James Madison University.** See [JMU Policy 1105](https://www.jmu.edu/JMUpolicy/policies/1105.shtml).

***Reporting Suspected Child Abuse or Neglect***

([JMU Policy 1406)](http://www.jmu.edu/JMUpolicy/1406.shtml)

Recent changes in state law, (Code of Virginia §63.2-1509), have expanded the scope of who is required to report suspected child abuse or neglect. Effective July 1, 2012 the following persons have been included and, in their professional or official capacity, are required by state law to report suspected child abuse or neglect within 24 hours to the local department of Social Services:

* Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team. At JMU this would include volunteers or paid employees who are working at a camp sponsored by an outside entity, but held on the JMU campus.
* Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs. At JMU this includes employees of UREC, the JMU Young Children’s Program, Parent’s Night Out and other camps, sponsored by and held in a JMU owned or operated facility.
* Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client. At JMU, this includes ALL JMU EMPLOYEES.

JMU Policy 1406 includes methods and steps of reporting such suspected abuse or neglect as outlined below:

1. Reports of suspected child abuse or neglect must be submitted by the employee to the Department of Social Services in the locality in which the child resides or where the abuse or neglect is believed to have occurred, or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline (800) 552-7096.
2. JMU employees may also report suspected child abuse or neglect to their supervisors or other university officials, including Public Safety (540) 568-6912, Human Resources (540) 568-6165, or a member of their department’s administration. Such an internal report will relieve the employee of the responsibility of reporting the matter to Social Services if the employee received the information in the course of his or her professional services to the university. In that case, the internal report made by the employee to the supervisor, public safety officer, or department head shall be forwarded immediately by the university official receiving the internal report to HR.

If you have any questions regarding your requirement to report or matters related to the pending policy, contact HR at [humanresources@jmu.edu.](https://www3.jmu.edu/wm2_preview/WM_edit_content/humanresources@jmu.edu.)

**Attachment A**

**Student Employment Wage Scale and Pay Levels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scale** | | **Minimum Hourly Wage** | | **Maximum Hourly Wage** | |
| **MINIMUM WAGE IS $12.00/hr.** | |  | |  | |
| Level I (Basic) | | $12.00 | | $12.55 | |
| Level II (Intermediate) | | $12.50 | | $13.65 | |
| Level III (Advanced) | | $13.50 | | $16.00 | |
| FACTOR | LEVEL I  Basic | | LEVEL II  Intermediate | | LEVEL III  Advanced |
|  |  | |  | |  |
| Complexity  of Assignment | -Routine & non-complex | | -Moderate difficulty | | -Considerable difficulty |
| -Procedures are  well established | | -Alternate methods of resolution are available | | -Extensive problem  solving & decision making required |
|  | |  | | -Usually involves concurrent activities |
|  |  | |  | |  |
| Supervision Received | -Close supervision with assistance readily available  -Limited independent decision making | | -Receives some instructions but may use independent judgment within limits | | -Receives supervision in the form of a general outline |
| -Duties performed independently after training | |  | |  |
|  | |  | |  |
|  |  | |  | |  |
| Supervision Given | None | | -Supervisory responsibilities for limited activities | | -Involves supervisory responsibilities for large or complex activities |
|  |  | |  | |  |
| Scope | -Limited to job task performance | | -Responsible for segment of the total operation activity | | -Responsible for specialized or whole operation |
|  |  | |  | |  |
| Knowledge | -On the job training provided | | -Relevant job related knowledge required  -Specialized knowledge required | | -Requires specified advanced experience indicating advanced knowledge in area |
|  | |  | |  |
|  |  | |  | |  |
| Training | -None or minimal previous training required | | -Relevant job related training | | -Requires specified advanced training |
|  |  | |  | |  |
| Experience | -None or minimal experience related to job | | -Prior experience necessary | | -Requires moderate experience |

***\* If a student is being paid by piece work the minimum is $5.00***

**Attachment B**

**Graduate School/Financial Assistant**

**Scholarships, Grants, Student Employment and Loans**

Office of Financial Aid and Scholarships

Student Success Center 5th floor

MSC 3519

Phone: (540) 568-7820

Website: <http://www.jmu.edu/financialaid/>

**The Graduate School**

Madison Hall, 4th floor

MSC 6702

Phone: (540) 568-6131

Website: <https://www.jmu.edu/grad/prospective/Tuition-and-Aid.shtml>

**Assistantships**

Each year, James Madison University makes funds available through the graduate assistantship program. Although limited in number, assistantships contribute significantly to academic and non-academic areas of the university. Assistantships provide financial assistance to qualified students who otherwise might be unable to pursue graduate degrees. They also offer opportunities for students to gain worthwhile teaching and other experiences relevant to their chosen disciplines.

Most assistantships will be awarded for a maximum of four academic semesters (exclusive of summer session) in most master's and educational specialist degree programs and a maximum of three years in the Master of Fine Arts and doctoral programs. Assistantships (with the exception of Doctoral Assistants) are limited to nine paid graduate hours of tuition each fall and spring semester, although contracts are usually written for an academic year. Students must pay for any additional hours each semester at the tuition rate based on residency status. Tuition will be covered at the on-campus rate for the hours stated on the contract.

Any additional charges for Web-based courses will be the responsibility of the student. Under no circumstances will payment from assistantship funds be used for audited course work or undergraduate hours. Assistantships do not cover the student's room and board expenses.

Acceptance of an offer of financial support–such as a graduate state scholarship, fellowship, traineeship or assistantship–for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this resolution. Read the [Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants](https://www.jmu.edu/grad/cgs-resolution-fall-2019-spring-2020.pdf) for full details.

**Classification of Assistantships**

***Doctoral Assistant***

A Doctoral Assistant is assigned to an academic department to assist faculty members in their responsibilities of teaching and/or research. Students in doctoral programs may also serve as Teaching Assistants. Doctoral Assistants must be enrolled in a doctoral program at JMU. Doctoral Assistantships may cover more than the regular amount of tuition, may pay a higher stipend and may remain in effect through all or part of the summer term.

***Graduate Assistant***

A Graduate Assistant is assigned to an academic department, support program or administrative office to assist faculty members in preparing for instruction, leading discussion groups, grading papers, conducting research, preparing laboratories, performing departmental administrative tasks, etc. Specific duties will vary according to the needs of the department.

***Teaching Assistant***

A limited number of Teaching Assistantships are available in academic units offering major programs of graduate study. A Teaching Assistant is assigned to an academic department and is required to instruct one course or three credit hours of course work each semester or an equivalent of three credit hours of laboratory work each semester. Students may also be awarded a teaching assistantship to assist professors within the department with instructor related duties. Teaching Assistants must have completed a minimum of 18 hours of appropriate graduate course work. A Teaching Assistant must be directly supervised by a graduate faculty member.

***Other Types of Assistants***  
Some assistantships are assigned to Student Affairs (Service Assistants), Athletics (Athletic Assistants), or Grants (Research Assistants). The assistantships in Student Affairs and Athletics are handled within their division, and the grant related assistantships are handled individually by departments with external funding and approval from the Office of Sponsored Programs and Vice Provost of Research and Scholarship.

***Assistantship Hours***

In accordance with university policy guidelines, Graduate Assistants will provide an average of 20 hours of assistance each week. Graduate Assistants cannot be asked to perform more than an average of 20 hours per week unless special permission is granted from The Graduate School. Visa requirements stipulate that international students may not in any circumstances work more than 20 hours per week. Students may not begin their assignment prior to completion and submission of all required forms.

**Additional JMU Employment for Graduate Assistants**

Graduate students receiving stipends from Virginia state funds are occasionally permitted to accept JMU employment in addition to the 20 assistantship hours. The maximum number of additional hours that can be considered either in a wage or student employee position only are 9 hours per week. Permission for such employment must come from The Graduate School, in response to a request by the student's graduate director or adviser. The student and the director or adviser should carefully consider the overall effect of additional employment on the student's academic performance.

**Application for Assistantships**

***Application Process***

A student interested in an academic assistantship, the student should inform the graduate program to which he or she is applying of his or her interest in an assistantship through the graduate application. If there is not an assistantship available, the student may want to apply for a posted assistantship through another department.

To apply for an assistantship opportunity outside the respective graduate application, please go to: <https://joblink.jmu.edu/>