

Student & Position Information:

Student Employee Name:	Student ID Number:
Account Code:	Institutional Employment (114400) Federal Work Study (114600) Graduate Assistant (114200)
Department Org. Code:	Department:
Student Employee's work location (address, building name & MSC code):	
Employment Start Date:	Employment End Date:
Student's Immediate Supervisor:	
Supervisor Phone:	Supervisor Email:
Purpose or role of the position within the department (summary of position):	

CLASSIFICATION & PAY SCALE see reverse for level qualifications:

Classification of Position:	
Title of Position:	Wage / Pay Rate or Range:
*See Supervisor Handbook for pay scale at https://www.jmu.edu/student-employment/supervisors/index.shtml	

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.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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:		
Level I-Basic	Level II- Intermediate	Level III-Advanced
*(Pay scale \$12.77 - \$13.90)	*(Pay scale \$13.75 - \$15.65)	*(Pay scale \$15.45 – \$17.45)
-Routine & non-complex -Procedures are well established	-Moderate difficulty -Alternate methods of resolution are available	-Considerable difficulty -Extensive problem solving & decision making required -Usually involves concurrent activities
-Close supervision with assistance readily available -Limited independent decision making -Duties performed independently after training	-Receives some instructions but may use independent judgment within limits	-Receives supervision in the form of a general outline
-No supervision given	-Supervisory responsibilities for limited activities	-Involves supervisory responsibilities for large or complex activities
-Limited to job task performance	-Responsible for segment of the total operation activity	-Responsible for the specialized or whole operation
-On the job training provided	-Relevant job-related knowledge required -Specialized knowledge required	-Requires specified advanced experience indicating advanced knowledge in area
-None or minimal previous training required	-Relevant job-related training	-Requires specified advanced training
-None or minimal experience related to job	-Prior experience necessary	-Requires moderate experience

***NOTE: Change pay scale if necessary. Minimum wage is \$12.77/hr.**

I have read and fully understand the responsibilities required for this student employment position.		
Student Employee Signature:	Student ID:	Date:
Reviewer's Signature:		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/

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