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| --- | --- | --- |
| Description: Data1:SA:UU:UU-Shares:UU-Mktg:Technology and Design:TAD Resources:Logos:SWEC Logo:swec_logo_flat_purple.png | ***Position Description*** | James Madison University  800 S. Main Street  Harrisonburg, VA 22807 |

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| **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:   |  |  | | --- | --- | | Division: |  | |
| 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: Choose an option |
| Title of Position:       Wage / Pay Rate or Range:  \*See Supervisor Handbook for pay scale at <https://www.jmu.edu/student-employment/supervisors/index.shtml>  <https://www.jmu.edu/student-employment/supervisors/index.shtml> |

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| **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. |  |

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| **PAY SCALE BASED ON Knowledge, Skills & Abilities:** | | |
| **Level 1-Basic**  \*(Pay scale $12.00 - $12.55) | **Level II- Intermediate**  \*(Pay scale $12.50 - $13.65) | **Level III-Advanced**  \*(Pay scale $13.50 – $16.00) |
| |  | | --- | | -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 buy 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 $12.00/hr.**

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| **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/](http://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**](mailto:studentjobs@jmu.edu)