

Office/Department: Office of Alumni Relations (OAR) - in-state tuition reimbursement only

Director: Ashley Privott

Mission Statement:

To engage alumni and cultivate involvement and investment in James Madison University.

Functional areas included in this office/department:

- Student engagement
- Leadership development
- Program development
- Global alumni relations
- Event planning and implementation
- Intergenerational learning
- University advancement
- Volunteer management
- Higher ed financial education

1. Students who participate in this experience will gain an understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:

- Act as the lead and primary point of contact for the Student Alumni Association Board of Directors.
- Oversee and facilitate SAA board meetings.
- Oversee and facilitate SAA executive council meetings.
- Directly assist with specific SAA initiatives and professional development opportunities, such as membership orientations and retreats, as well as recruitment drives for the organization.
- Act as an advisor for individual SAA students, when applicable.
- Collaborate with campus partners, including student organizations and the division of Student Affairs.
- Coordinate numerous student events and programs throughout the year, including all student Homecoming activities.
- Work actively with the Office of Annual Giving to gain a better understanding of the current financial state of Higher Education.
- Explore and design enhanced career development and networking opportunities for current students and alumni.
- Participate in weekly OAR team meetings and professional development opportunities.

2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:

- Astin – Student Involvement Theory
- Schlossberg – Transition Theory
- Chickering – Identity Development Theory
- Kohlberg – Theory of Moral Development
- Perry – Scheme of Intellectual and Ethical Development

3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:

- Post-event surveys and assessments for student/alumni interactive events
- Assessment by goal-setting
 - The Student Alumni Association has several goals (both for membership and fundraising). The progress of these goals will be monitored throughout the year and used as a constant assessment tool.

4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:

- Individual weekly meetings with supervisor
- Mid-year evaluation
- End-of-year evaluation
- Occasional informal 360 evaluations with supervisor
- Evaluations from student leadership in the Student Alumni Association

5. Specific expectations of students assigned to this site include:

- Establish and maintain office hours
- Attend required SAA meetings and events
- Complete assigned projects to meet deadlines
- Maintain open and honest communication with OAR team members
- Collaborate with other offices in the development of programs
- Uphold office professionalism standards

Contact Person

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