

**Office/Department:** Office of Alumni Relations (OAR)

**Director:** Carrie Combs

**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, Madison Giving events, and I <3 JMU Week.
- 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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