

Office/Department: Community Service-Learning

Director: Steve Grande

Mission Statement: We cultivate positive social change through mutually beneficial service partnerships, critical reflection and the development of engaged citizens

Functional areas included in this office/department: Alternative Break Program (January, May, Spring, Weekend), America Reads, Community Based Federal Work Study, Service-Learning courses, individual and group community engagement, clubs/student organization service projects.

1. **Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**
 - Supervising/building/developing student staff
 - Planning and implementing staff training
 - Understanding and practice of Service-Learning theory
 - Designing and implementing reflection and educational programs to connect academic and life experiences to service experiences and social issues
 - Assisting with departmental programs (e.g. Service Fairs, Alternative Break meetings)
 - Monitoring student hour and budget reports
 - Participating in departmental committees and projects
 - Attending departmental and divisional meetings
 - Facilitating opportunities for students to translate theory to practice
 - Managing change
 - Practicing organizational communication
 - Using technology such as web based applications, MS Access, MS Excel

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:**
 - Psychosocial Developmental Theories: (Chickering, Erikson)
 - Cognitive Developmental Theories: (Perry, Kohlberg, Belenky, Gilligan)
 - Typology: (Jung, Myers-Briggs)
 - Counseling Theories: (Reality Therapy, Person-Centered Therapy)
 - Career Development Theories: (Super, Holland)
 - Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)

3. **Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
 - Program/event surveying/evaluation
 - Periodic research projects

- Supporting the development of departmental wide student learning objectives
- 4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
- Weekly one on one consultation meetings with direct supervisor
 - Written performance evaluation each December and April
- 5. Specific expectations of students assigned to this site include:**
- Assist with strengthening communications and collaborations between CS-L and student organizations as well as other departments within the Division of Student Affairs
 - Represent CS-L at campus and community programs by staffing information tables, facilitating presentations, and so forth
 - Assist with collecting and compiling data as well as writing reports
 - Coordinate and facilitate opportunities for leaders of student organizations to connect with each other about community engagement efforts
 - Enhance the personal, professional, and leadership development of students
 - Assist with the development and facilitation of monthly student development and reflection workshops with the Off-Campus Federal Work Study, America Reads, and Madison Community Scholars programs
 - Provide critical support to the community engagement process including connecting students, student organizations, and community partners each semester
 - Assist with the CS-L student staff hiring process.
 - Support the planning, preparation, and implementation of student staff training
 - Assist in the development, facilitation and coordination of individual and group reflection for co-curricular community service programs as well as workshops to train student leaders of service organizations to utilize the PARE model for their service efforts
 - Participate actively in regularly scheduled one-on-one meetings with supervisor and professional staff meetings
 - Others duties as assigned

Contact Person

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Community Service-Learning

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