

CSPA Assistantship

Number of Positions Available: 3

Office/Department: CAREER & ACADEMIC PLANNING

Director: Mary Morsch

Mission Statement: We provide opportunities and support that engages students in the process of exploring, evaluating and choosing academic programs and careers.

Functional areas included in this office/department:

1. Academic advising for undeclared freshmen; coordination of JMU's freshman advising program.
2. Educating new students about academic opportunities, policies, and expectations at JMU.
3. Career development and career counseling for students at all levels and in all majors.
4. Job search processes, including resume development, job and internship location strategies, interviewing, networking, and exploring the need for further education.
5. Preparing for graduate school and understanding the application process.
6. Working with employers who recruit college students for jobs and internships.

Students who participate in this experience will gain understanding of academic and student affairs as a profession and the influence they have on contemporary higher education through the following tasks and activities:

1. Conducting individual counseling sessions to assist students in the decision-making process and helping students identify and clarify their personal values, interests, and abilities as they relate to career and academic choices.
2. Serving as an advisor to undeclared students in their first year at JMU.
3. Facilitating workshops on topics including: resumes, internships, interviewing, and LinkedIn.
4. Assisting students individually with major and career decision making, internship and job search, and application to professional or graduate school.
5. Observing or co-teaching a section of the 1 credit Career & Academic Planning course for first year students.
6. Assisting with career and academic programs throughout the year, including Career Fairs, resume review events, major decision making programs, etc.
7. Participating in departmental professional development to learn best practices in academic advising, career services, and employer relations/college recruiting.
8. Using technology to better serve students, such as: Canvas (for communication with advisees), WordPress or Blogger (for advising blogs), LinkedIn and Twitter (for assisting students with networking), etc.
9. Undertaking special project administration through work with office staff, teams, and programs.

Students who participate in this experience will be exposed to the purposeful application of the following relevant theories:

1. Career development theories (Holland, Super)
2. Psychosocial and student development theories (Chickering, Perry)
3. Typology theories (Jung)
4. Counseling theories (Rogers, brief)

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

1. Evaluation of various programs and services (e.g. career fairs, freshman advising, etc.)
2. Assessment of learning opportunities (e.g. UNST 102, resume writing, decision making, etc.)

Students who participate in this experience will be evaluated and provided ongoing feedback in the following ways:

1. Periodic consultation with advising mentor and GA coordinator/supervisor.
2. Informal evaluation at mid-year and written performance evaluation in April.

Specific expectations of students assigned to this site include:

1. Be available to work during periods according to undergraduate students' needs for advising and career development. (Being physically present for students during the academic year, and responding to student emails when CAP and the university are open.)
2. Participate in August pre-service training prior to start of Fall semester (2 weeks before classes start).
3. Attend graduate student staff meetings and participate in CAP staff meetings as available.
4. Perform all tasks in a timely, organized, and professional manner.
5. Communicate consistently with supervisors about successes, challenges, and concerns.
6. Present positive attitude about job responsibilities.
7. Effectively work in group/team situations.
8. Request assistance when needed.
9. Develop knowledge and skills in the following areas:
 - Principles and practices of developmental advising
 - All aspects of a comprehensive career development and academic advising program (major and career decision-making, internships, recruiting, special events, academic success and recovery, etc.)
 - Skills in developing and conducting large and small group presentations and workshops on major and career related topics
 - Skills in small group facilitation, assessment and referral, and one-on-one counseling
 - Project management skills related to special project areas
 - Broad knowledge of JMU majors, and resources to explore career fields
 - Use of self-assessment tools and inventories with students

Contact Person

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