

## CSPA Assistantship

**Number of Positions Available: 1**

**Office/Department:** Centennial Scholars Program, Student Access & Inclusion

**Executive Director:** Diane Strawbridge

**Mission Statement:** To provide financial assistance and a multi-level academic support network to retain eligible under-represented students.

### **Functional areas included in this office/department:**

#### Student Support:

- Conduct bi-weekly small group meetings with mentees (facilitate ice-breakers, discussions, small group activities, etc.)
- Provide consistent contact via email or cell phone with mentees
- Provide listening ear and be supportive of mentees
- Advocate for mentees when appropriate
- Facilitate study hall sessions

#### Program Support:

- Serves as an ambassador for CSP and JMU
- Facilitate and/or present in Large Group Meetings
- Facilitate events for Family Weekend, Choices, and Take-a-Look, as directed by the Executive Director
- Observe and help facilitate Summer Orientation Workshops
- Keep accurate record and stats for small group meetings
- Disseminate information regarding CSP or JMU related events and/or activities
- Facilitate university assessment as indicated by CARS

#### Specific Involvement areas:

- Coordinate all small group meeting rooms
- Coordinate all study hall locations & times
- Assessment Coordinator
- Event coordinator
- Valley Scholars Liaison
- Big/Little Buddy Coordinator
- Social coordinator
- Leadership Team

**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:**

- Participation in divisional staff meetings, committee meetings and professional development opportunities
- Assistance in events and programs (planning and implementation).
- Participation on other special projects as identified throughout the semester by the Centennial Scholars Program.

- 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:**
  - Perry: Cognitive Development Theory
  - Chickering: Psycho-social Development Theory
  - Schlossberg: Student Transition Theory
  - Levy-Warren: Separation Theory
  - Rendon: Validation Theory
  - Astins: Involvement Theory
  
- 3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
  - Assessment of the Centennial Scholars Program (within their area of responsibility)
  - Assessment of the mentorship group
  
- 4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
  - Weekly meetings with assistantship supervisor
  - End of the semester formal evaluation with assistantship supervisor
  - Participation in group discussions and weekly journals in conjunction with the PSYC 635 assistantship course.
  
- 5. Specific expectations of students assigned to this site include:**
  - Abide by confidentiality agreement
  - Attend required meetings and office events
  - Ask for assistance when needed
  - Complete assigned projects in a timely
  - Have excellent verbal and written communication skills
  - Have an interest working with a diverse student population
  - Have effective presentation and facilitation skills
  - Have the ability to relate to college age students
  - Have leadership ability and/or potential
  - Have flexibility, be creative, sense of humor
  - Have patience, an open-mind, be a team player
  - Exhibit characteristics representative of a mature role model
  - Develop excellent listening skills
  - Be approachable
  - Exhibit maturity
  - Make appropriate referrals
  - Participate in Graduate Mentor Training
  - Be open to constructive feedback from the Executive Director of Student Access & Inclusion

**Contact Person**

Diane Strawbridge

Executive Director, Student Access & Inclusion

Centennial Scholars Program

Valley Scholars

Student Success Center, Suite, 2180

[Phone: 540/568-2803] [Fax: 540/568-4707] [E-mail: strawbdl@jmu.edu]