

**Office/Department:** The Office of Residence Life- First Year Involvement Center

**Director:** Kevin Meaney

**Mission Statement:** The Office of Residence Life is committed to designing and maintaining a caring environment that encourages academic success, respect, personal growth and responsibility to one's community.

First Year Involvement is committed to furthering the mission of ORL by providing support and resources for programming to students and ORL staff, while encouraging a positive college experience. FYI strives to make the first year experience here at JMU a positive and productive time.

**Functional areas included in this office/department:** Business Operations, Housing Services, Community Development, and Student Learning Initiatives.

**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:**

- ❖ Directly supervise 8 student staff members
- ❖ Plan and run weekly staff meetings and bi-weekly one on ones for all staff members
- ❖ Write and present performance evaluations for each staff member
- ❖ Plan and implement a 3-week staff training with FYI Coordinator
- ❖ Learn and teach ORL's two programming models and the necessary steps to creating a program
- ❖ Learn techniques for working with Resident Advisers, Hall Directors, Program Advisers, volunteers and judicially sanctioned service learners
- ❖ Manage multiple projects and develop organizational subsystems
- ❖ Create or improve programs related to specific issues or populations
- ❖ Develop skills related to computer programs, such as Word, PowerPoint, Publisher, Photoshop, InDesign and Illustrator
- ❖ Create marketing strategies for publicizing programs and events
- ❖ Learn payroll and scheduling process
- ❖ Organize campus-wide programming
- ❖ Work in FYI (for exposure to a variety of students described above)
- ❖ Directly manage Brick Wall and The Clothesline Project. (All FYI projects are discussed to determine the graduate assistant's interests and where he or she wants to develop his or her skills)
- ❖ Be involved in all FYI sponsored projects
- ❖ Attendance at departmental and divisional meetings

**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)
- ❖ Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)
- ❖ “Involvement Theory” (Astin)

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

- ❖ Event evaluations for Brick Wall and Clothesline Project
- ❖ Program evaluation principles
- ❖ Goal development
- ❖ Semester evaluation of student staff
- ❖ Assess and develop on-going staff training

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

- ❖ Weekly supervisory meetings
- ❖ Midterm evaluation to occur no later than January of that academic year
- ❖ Final evaluation to occur no later than May 5 of that academic year

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

- ❖ Desire to try new ideas, be creative and have fun.
- ❖ Patience, customer service skills, and organization skills—this is a very active environment!
- ❖ Support mission and activities of FYI and the Office of Residence Life
- ❖ Perform designated tasks in a timely, organized and professional manner
- ❖ Participate in training during late July/August
- ❖ Participate in FYI staff selection
- ❖ Work with other departments and offices in the development of programs
- ❖ Meet weekly with supervisor
- ❖ Communicate consistently and honestly
- ❖ Flexibility in an active environment working with student staff
- ❖ Maintain a positive attitude about job responsibilities

**Please Note:** It is strongly encouraged that this individual be available to work in a paid intern position during the summer prior to assistantship. Housing will be provided during the summer internship.

**Contact Person**

**Carson Lonett**

First Year Involvement Coordinator  
 Office of Residence Life  
 Huffman Hall  
 (540) 568- 2882  
[raderbcy@jmu.edu](mailto:raderbcy@jmu.edu)