

Office/Department: Office of Residence Life – Hall Director

Director: Mr. Kevin Meaney

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

Functional areas included in this office/department: Business Operations, Housing Services, Student Learning Initiatives, Residence Life Community Development

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:**
 - Supervision/development of student staff team
 - Staff training: planning and implementation
 - Advising student groups/organizations
 - Behavior management/discipline follow up with residents
 - Teambuilding: planning and implementation
 - Participation in departmental committees and projects
 - Writing and presenting performance evaluations
 - Collaborative projects with various university departments
 - Attendance at departmental and divisional meetings
 - Community development theory to practice
 - Student development theory to practice
 - Managing change
 - Communication within an organization
 - Writing goals, learning outcomes, and action plans
 - Use of technology

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:**
 - Semi-annual perception study analysis and action plan
 - Program/event surveying/evaluation
 - Periodic research projects
 - Self-evaluation and staff-evaluation each semester

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:

- Arrive late July/early August for pre-service training
- Stay late/return early for academic breaks/vacations
- Create and maintain a schedule designed to meet assistantship requirements
- Support the mission of Office of Residence Life, Student Affairs, and JMU
- Perform designated tasks in a timely, organized and professional manner
- Participate in staff selection process
- Manage hall housekeeping and maintenance issues/reports
- Manage/report hall occupancy and room changes
- Guide hall educational and social programming efforts
- Plan and facilitate weekly meetings
- Communicate consistently and honestly with supervisor
- Maintain a positive attitude about job responsibilities
- Work to be an effective team member
- Request assistance and support when approaching new situations
- Gain an understanding of residence hall issues, policies and procedures
- Live in assigned residence hall

Contact Person

Hugh H. Brown

Associate Director of Residence Life

Office of Residence Life

C101 Huffman Hall

(540) 568-3501

brownhh@jmu.edu