

CSPA Assistantship

Number of Positions Available: 1

Office/Department: The LGBTQ & Ally Education Program

University Health Center – The Well

Director:

Dr. Lee Ward, Director - University Health Center

Mission Statement:

The Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) and Ally Education Program works toward promoting James Madison University's commitment to diversity through education, support, advocacy, and the fostering of equity for all students, regardless of sexual orientation or gender identity.

Functional areas included in this office/department:

University Health Center – The Well includes (but is not limited to) the following programs and organizations:

- The LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) & Ally Education Program
- Sexual Assault prevention, advocacy and referrals
- Peer Education Groups:
 - CARE - Sexual Assault and Intimate Partner Violence
 - REACH – Health Education provided by college students for college students.
 - The Men's Program – Healthy Masculinity
- Student Health Advisory Committee (SHAC)
- *Potty Mouth*
- Nutrition, Eating Disorder and Body Image Programming
- Sexual health programming
- Substance abuse prevention services

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:

- Research, obtain, and maintain educational LGBTQ resources for the campus.
- Develop and implement LGBTQ educational programs.
- Assess and evaluate the impact of programs.
- Create or use prepared materials to present workshops on responding sensitively to LGBTQ issues as requested.
- Meet with the Assistant Director on a weekly basis and collaborate regarding the budget and appropriate expenditures.
- Act as a graduate liaison to the student organization, Madison Equality.
- Offer support services and resources to the campus community as needed.
- Create, maintain and role model a safe and inclusive environment in the Resource Library for all who visit.
- Attend monthly LGBTQ Advisory Board Meetings.

- Other duties as assigned.

2. Students who participate in this experience will have the opportunity to gain undergraduate supervisory practice:

- Supervise two student employees, including conducting performance evaluations in December and May.
- Advise the student employees in coordinating the activities of the program's volunteers.
- Develop training opportunities for undergraduate students.

3. 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)
- Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class,)
- Identity Development Theories related to sexual orientation: (Cass, Fassinger, Troiden, D/Augelli, Meyer & Schwitzer)

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

- Program/event surveying/evaluation
- Writing program goals, objectives and evaluation
- Research projects as needed
- Advisory Board discussions regarding long-term program goals

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

- Individual weekly meetings with supervisor
- Formal evaluations with supervisor each semester
- Periodic assessment of learning outcomes from learning contract
- Facilitator evaluations from students in programs, if applicable
- Weekly staff meetings and professional developments

6. Specific expectations of students assigned to this site include:

- Maintaining appropriate logs, data, correspondence and procedural manual.
- Respecting the need for confidentiality.
- Creating and maintaining a schedule designed to meet assistantship requirements
- Making adjustments to schedule to accommodate programs.
- Supporting the mission of the program, University Health Center, and JMU.
- Performing designated tasks in a timely, organized and professional manner.
- Communicating consistently and honestly with supervisor
- Maintaining a positive attitude about job responsibilities.
- Providing timely and meaningful feedback to program volunteers.
- Requesting assistance and support when approaching new situations.

Contact People

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