

CSPA Assistantship

Number of Positions Available: 1

Office/Department: Student Activities & Involvement- Union Programs (Mad 4 U Programming)

Director: David Barnes, University Unions
(Kristin Muncy, Associate Director - Student Activities & Involvement)

Mission Statement:

Student Activities & Involvement: We believe organizational involvement empowers students. Therefore, we provide opportunities, resources and support so that students become educated and enlightened citizens who lead meaningful and productive lives.

UU: Through quality programs, services and facilities, we create community that prepares students to become educated and enlightened citizens, who lead meaningful and productive lives.

Functional areas included in this office/department:

Student Activities & Involvement: University Program Board, Fraternity/Sorority Life, Clubs and Organizations, Student Government Association, Make Your Mark On Madison, The Club House, Union Programs

UU: Student Activities & Involvement, Event Management, Technology & Design, Festival Conference and Student Center, Summer Conferencing, Leadership

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:

- Staff training: planning and implementation
- Teambuilding: planning and implementation
- Participation in departmental committees and projects
- Writing and presenting performance evaluations
- Collaborative projects with various university departments
- Attendance at office, departmental and divisional meetings
- Student development theory to practice
- Managing change
- Communication within an organization
- 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)

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

- Program/event surveying/evaluation
- Research projects as deemed necessary (election process, board structure, programming models, etc.)

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
- As requested by student or as deemed necessary

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

- Arrive in early August for pre-service training
- Stay late/return early for academic breaks/vacations, as deemed necessary
- Create and maintain a schedule designed to meet assistantship requirements
- Support the mission of Student Activities & Involvement, University Unions, Student Affairs and JMU
- Perform designated tasks in a timely, organized and professional manner
- Participate in student staff selection process
- Plan and facilitate one-on-one meetings with designated staff members
- Provide constructive feedback from staff members and seek feedback from them
- Provide motivation and encouragement for student staff
- Attend UP sponsored events
- 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 policies and procedures
- Attend conferences, workshops, and professional development meetings as deemed appropriate

Contact Person

Shari Scofield, Program Coordinator
 Student Activities and Involvement
 University Unions
 Taylor 205
 540.568.2806