

**Office/Department:** Office of Residence Life, Staff Selection & Training

**Director:** Kevin Meaney

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

**Functional areas included in this office/department:** Business Operations, Housing Services, Student Learning Initiatives and Residence Life Education

**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:**

- ❖ Participate in Residence Life's Selection & Training Committee
- ❖ Assist in planning and co-instructing Psychology 100 class for new RAs in Spring
- ❖ Assist in planning and presenting informational meetings for prospective undergraduate Hall Director candidates and RA candidates
- ❖ Assist in planning and implementing RA Pre-Release marketing event for prospective RA candidates.
- ❖ Participate in staff selection interviews
- ❖ Assist in planning and presenting January training day for current and newly hired Hall Directors
- ❖ Assist in planning and implementing RA Community Selection Process
- ❖ Present training to current and new HDs to prepare for their role in the Staff Celebration Event
- ❖ Organize and implement the spring ORL Celebration Event
- ❖ Manage multiple projects and develop organizational subsystems
- ❖ Effectively communicate with staff, students and administrators.

**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)
- ❖ Involvement Theory (Astin)

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

- ❖ Assessment of effectiveness of information meetings and training programs
- ❖ Program evaluation principles
- ❖ Techniques and strategies of student outcomes assessment
- ❖ Goal development
- ❖ Staff satisfaction

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

- ❖ Weekly supervisory meetings
- ❖ Formal evaluation

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

- ❖ Willingness to learn
- ❖ Ability to effectively present information to groups
- ❖ Flexibility
- ❖ Desire to try new ideas, be creative and have fun
- ❖ Patience, customer service skills
- ❖ Support mission and activities of the Office of Residence Life
- ❖ Perform designated tasks in a timely, organized and professional manner
- ❖ Work with other departments and offices in the development of programs
- ❖ Weekly meeting with supervisor
- ❖ Communicate consistently and honestly
- ❖ Maintain a positive attitude about job responsibilities

**Contact Person**

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