

**Office/Department:** Student Activities and Involvement – Organization Development

**Associate Director:** Kristin R. Muncy

**Mission Statement:** Being involved on campus enhances the student's experience. The Student Activities & Involvement office provides opportunities for students to develop an ongoing relationship with the campus and community through programs, activities and support as they become educated and enlightened citizens who lead meaningful and productive lives.

**Functional areas included in this office/department:**

University Program Board, Student Organizations, MAD4U, MYMOM, Outriggers, Club House, Dolley Leadership Awards, Madison Leads Conference, Presidential Leadership Academy, and more!

**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:**

- Participation in departmental and divisional meetings and professional development
- Assist in the planning and implementation of leadership and educational programs for student organizations and their leaders.
  - Madison Leads Conference – one-day leadership conference (Spring-January)
  - Planning professional development opportunities for Outriggers Peer Educators (Fall/Spring)
- Assist in administering the Club Recognition process (Fall/Spring) including:
  - Provide workshops that will enable new organizations to begin with a strong foundation
  - Serve on the recognition committee hearing presentations to make recognition recommendations
- Assist in the planning and implementation of large-scale events:
  - Student Organization Night (Fall/Spring) – fair style event providing organizations an opportunity to recruit members
  - Dolley Leadership Awards Ceremony (Spring) – banquet style event which recognizes outstanding student leaders, organization, and advisors

**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:**

- Chickering- Student Development
- Transtheoretical Model of Behavior Change
- Perry & Kohlberg- Cognitive Development Theory
- King and Kitchener – Moral/Ethical Development
- Astin's Involvement Theory
- Organizational Frames Theory

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

- Participation in assessment of all programs by creating, implementing, and analyzing instruments and results for each program

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

- Individual weekly meetings with supervisor
- Individual monthly meetings with director (if desired)
- Semester formal evaluations with supervisor

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

- Participate as a team member of the Student Activities & Involvement office
- Establish and maintain office hours.
- Attend required meetings/workshops/etc.
- Complete assigned projects.
- Collaborate with other offices in the development of programs.
- Uphold office professionalism standards

**Contact Person:**

**Katie Lese**

Coordinator of Organization Development  
Student Activities & Involvement  
Madison Union 320  
James Madison University  
[540-568-6613](tel:540-568-6613) (phone)