

Office/Department: Orientation Office – Transfer Student Staff

Director: Sarah A. Sunde

Mission Statement: Orientation engages students in the JMU learning experience by preparing them to be active and authentic members of the university community.

Position Description: The Transfer Student Staff graduate assistant in the Orientation Office is responsible for the development and implementation of student staff recruitment, selection, and training for December Transfer Orientation, Transfer Summer Springboard and Transfer 1787 August Orientation. The graduate assistant will also be responsible for programmatic support for each program.

Functional areas included in this office/department:

- First-year Orientation
 - Summer Springboard
 - 1787 August Orientation
- Transfer Orientation
 - Transfer Summer Springboard
 - Transfer 1787 August Orientation
 - December Transfer Orientation
- Publications:
 - *The One Book*
 - Mappy
 - *The Transfer One Book*
 - Transfer Compass

1. **Students who participate in this experience will gain an understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**
 - Assist with development and implementation for recruitment, selection, and training of the Transfer Orientation Peer Advisers (TOPAs)
 - Participate in departmental/divisional meetings, planning and projects
 - Plan and facilitate presentations and training sessions for TOPAs and the Transfer Team
 - Apply student development/counseling theory to everyday practice
 - Understand new student and family needs
 - Participate in the review of assessment objectives, instruments and results
 - Contribute to the planning and implementation of Orientation programs
 - Demonstrate openness to professional growth
 - Utilize technologies associated with the responsibilities listed above
 - Work collaboratively on special projects within the Orientation Office and with other university departments.

2. **Students who participate in this experience will be exposed to the purposeful application of the following student development, and/or organizational theories:**
 - Psychosocial Developmental Theories: Chickering and Reisser
 - Identity Development Theories: Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple
 - Transition Theory: Schlossberg
 - Generational theories regarding students and their parents
 - Typology: Myers-Briggs, True Colors, Leadership Compass, Enneagram
 - Leadership Styles and Theories

3. **Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
 - Orientation Team Training Evaluation
 - Performance evaluation of the TOPAs
 - December Transfer Orientation, Transfer Summer Springboard and Transfer 1787 August Orientation Program Evaluation and Assessment

4. **Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
 - Weekly one-on-one meeting with supervisor
 - Periodic assessment of learning outcomes from learning contract
 - Formal written performance evaluations at the end of each semester
 - Participation in professional development opportunities

5. **Specific expectations of students assigned to this site include:**
 - Train and supervise TOPAs during Transfer 1787 August Orientation
 - Assist with programs during Transfer 1787 August Orientation
 - Participate in TOPA performance evaluations and Transfer 1787 August Orientation programming assessment efforts (including self-reflection/evaluation)
 - Assist with the recruitment and selection of TOPAs, December Transfer Orientation student staff, and Transfer Team members
 - Plan and execute staff training for December Transfer Orientation
 - Plan and execute TOPA spring training
 - Co-coordinate and attend weekend student staff retreat (February)
 - Train TOPAs during Transition Team Training Day
 - Assist in developing aspects of Transfer Team Training for Transfer Summer Springboard
 - Support Transfer Summer Springboard planning
 - Coordinate staffing for Admissions events (transfer open house, CHOICES, etc.)
 - Attend NODA Region 8 Conference (March/April)
 - Gain an understanding of the philosophy and literature behind orientation, first-year experience and transfer programs
 - Communicate effectively with supervisor, co-workers, staff and faculty
 - Role model professionalism, ethical decision making and being responsible for confidential information
 - Be willing to work evenings and weekends, when necessary
 - Create and maintain a schedule to meet assistantship requirements
 - Support the mission of the Orientation Office, Student Affairs, and JMU
 - Perform designated tasks in a timely, organized and professional manner
 - Attend all professional staff meetings/retreats
 - Appreciate diversity and individual differences
 - Assist with special projects as needed
 - Other duties as assigned

Contact Person

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