

Number of Positions Available: 1

Commitment: 150 hours/10 hours per week

Office/Department: Orientation

Director: Sarah Sunde

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

Functional areas included in this office/department:

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

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:

First yearR Orientation Guide (FROG) Recruitment

- Create a marketing strategy that reflects the FROG position and mission of Orientation while utilizing Orientation's slogan: "Let the Compass Be Your Guide."
 - Including but not limited to: creating posters, emails, video, social media, table tents, electronic boards, chalking, Grafton Movie slide, information tables at the Commons, and coordinate Wear Your FROG Shirt Day
- Outreach to specific student organizations and departments to ensure a diverse pool of applicants
- Develop, plan, and present FROG Information Sessions that will provide prospective candidates with an introduction to Orientation; overview of the position, expectations, roles, requirements, and time commitment; and the interview and selection process which includes an application, group interview, and individual interview
- Coordinate the application receiving process
- Assist with managing the FROG database

First yearR Orientation Guide Interview and Selection Process

- Assist with FROG Group and Individual Interviews, and the selection process.
- Individual Interview Process
 - Develop Individual Interview questions
 - Assist in the creation and facilitation of a training focusing on the Individual Interview Process for OPAs and campus partners who will be evaluating FROGs
 - Assist with Individual Interviews
 - Enter candidate scores into FROG Database
- Selection of Hired FROGs
 - Assist with determining the final selection of 300 FROGs based on scores, evaluations, and additional information.

Transition Team Training Day

- Actively participate in the Spring Training Day committee comprised of Orientation and Residence Life staff.
- Assist with the training of approximately 300 FROGs and 150 RAs focusing on debriefing the diversity presentation and the relationships between Orientation and Residence Life

Additional Opportunities

- Participation in departmental staff meetings, committee meetings, and professional development opportunities
- Collaboration with other departments on special projects
- Development of new first-year programming initiatives

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:

- o Psychosocial Developmental Theories: (Chickering and Reisser, Erikson, Parks, Sanford, Gardner)
- o Cognitive Developmental Theories: (Baxter Magolda, Kegan, Kohlberg, Belenky, Gilligan)
- o Typology: (Myers-Briggs, DiSC)
- o Identity Development Theories: (Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple)
- o Transition Theory (Schlossberg)
- o Generational theories regarding millennial students and their parents.

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

- o Evaluation of various orientation programs, including but not limited to Summer Springboard (First-Year and Transfer) and 1787 (First-Year and Transfer).
- o Other evaluation or assessment projects as they arise.

4. Students who participate in this experience will be evaluated and provided ongoing feedback in the following ways:

- o Weekly one-on-one meeting with supervisor
- o End-of semester formal evaluation with practicum supervisor
- o Written performance evaluations

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

- o Desire to take risks
- o Ability to work in potentially ambiguous environments
- o Desire to reflect on personal and professional learning
- o Interest in learning more about transition programs, services, and/or experiences.
- o Establish and maintain regular office hours.
- o Attend required meetings and office events.
- o Ask for assistance when needed.
- o Complete assigned projects in a timely, organized, and professional manner.

Contact Person

Sarah Turman, Coordinator First Year Student Staff

Orientation Office

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