

CSPA Assistantship

Number of Positions Available: 1

Office/Department: Office of Student Activities & Involvement

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

Mission Statement:

Student Activities and Involvement: Being *involved* on campus enhances the student's experience. The Office of Student Activities & Involvement 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.

University Unions: 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: University Program Board, Student Organizations, Student Government Association, Make Your Mark On Madison, The Club House, Outriggers, University Programs UU: Student Activities, University Information, Taylor Down Under, Off Campus Life, Madison Union Scheduling, Festival Student and Conference Center, Technology & Design.

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:**
 - Educational Programming
 - Leadership Training
 - Supervisory experience with student employees
 - Advisement of student organization
 - Event Programming
 - 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
 - Writing goals, learning outcomes, and action plans
 - Budget planning and maintenance

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)
 - Identity Development Theories: (Racial, White, Minority, Sexual, Gender,

Ability, Religious, Social Class, Multiple)

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
 - Assessment as deemed appropriate

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 or as requested by student or deemed necessary
 - Student evaluations of programs

5. **Specific expectations of students assigned to this site include:**
 - Create and implement educational workshops for developing student organizations (CEO Workshops)
 - Review prospective organization's application materials
 - Collaborate with faculty/staff advisers
 - Advisement of Outriggers Peer Educators
 - One on one advising with various clubs as needed
 - Communication with club presidents
 - Supervision and evaluation of Outrigger Program Assistant
 - Supervision and evaluation of Club House student employees
 - Event Planning-Student Organization Night (Fall and Spring)
 - Evaluate and plan annual Madison Leads Conference
 - Compile a detailed notebook of assigned responsibilities
 - Attend University Unions 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 of Student Activities & Involvement and University Unions policies and procedures
 - Attend conferences, workshops, and professional development meetings
 - Arrive in early August for pre-service training
 - Stay late/return early for 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
 - Other duties as assigned

Contact Person

Katie Lese

Coordinator of Organization Development

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