CSPA Assistantship

Number of Positions Available: 1

Office/Department: Community Service-Learning

Director: Steve Grande

Mission Statement: We cultivate positive social change through mutually beneficial service partnerships, critical reflection and the development of engaged citizens

Functional areas included in this office/department: Alternative Break Program (January, May, Spring, Weekend), America Reads, Community Based Federal Work Study, Service-Learning courses, individual and group community engagement, clubs/student organization service projects.

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:
   - Supervising/building/developing student staff
   - Planning and implementing staff training
   - Understanding and practice of Service-Learning theory
   - Designing and implementing reflection and educational programs to connect academic and life experiences to service experiences and social issues
   - Assisting with departmental programs (e.g. Service Fairs, Alternative Break meetings)
   - Monitoring student hour and budget reports
   - Participating in departmental committees and projects
   - Attending departmental and divisional meetings
   - Facilitating opportunities for students to translate theory to practice
   - Managing change
   - Practicing organizational communication
   - Using technology such as web based applications, MS Access, MS Excel

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, Kolhberg, Belenky, Gilligan)
   - Typology: (Jung, Myers-Briggs)
   - Counseling Theories: (Reality Therapy, Person-Centered Therapy)
   - Career Development Theories: (Super, Holland)
   - 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
   - Periodic research projects
• Supporting the development of departmental wide student learning objectives

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

5. Specific expectations of students assigned to this site include:
   • Assist with strengthening communications and collaborations between CS-L and student organizations as well as other departments within the Division of Student Affairs
   • Represent CS-L at campus and community programs by staffing information tables, facilitating presentations, and so forth
   • Assist with collecting and compiling data as well as writing reports
   • Coordinate and facilitate opportunities for leaders of student organizations to connect with each other about community engagement efforts
   • Enhance the personal, professional, and leadership development of students
   • Assist with the development and facilitation of monthly student development and reflection workshops with the Off-Campus Federal Work Study, America Reads, and Madison Community Scholars programs
   • Provide critical support to the community engagement process including connecting students, student organizations, and community partners each semester
   • Assist with the CS-L student staff hiring process.
   • Support the planning, preparation, and implementation of student staff training
   • Assist in the development, facilitation and coordination of individual and group reflection for co-curricular community service programs as well as workshops to train student leaders of service organizations to utilize the PARE model for their service efforts
   • Participate actively in regularly scheduled one-on-one meetings with supervisor and professional staff meetings
   • Others duties as assigned

Contact Person
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