CSPA  **Assistantship**  

**Number of Positions Available:**  1

**Office/Department:**  Community Service-Learning

**Director:**  Steve Grande

**Mission Statement:**  Community Service-Learning prepares the JMU community to be educated and enlightened citizens committed to positive social change by providing critically reflective experiential opportunities with diverse community partners.

**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:**
   • Supervise and facilitate the development of student staff including regularly scheduled one-on-one meetings to facilitate personal, professional, and leadership development
   • Hold regularly scheduled student staff planning meetings to support community engagement efforts
   • Provide critical support to the community engagement process including connecting students, course and community partners in the Service-Learning process each semester
   • Assist with the CS-L student staff hiring process.
   • Support the planning, preparation, and implementation of all student staff training
   • Assist in the development, facilitation and coordination of individual and group reflection for Service-Learners
   • Participate actively in regularly scheduled one-on-one meetings with supervisor and professional staff meetings
   • Others duties as assigned

**Contact Person (temporarily)**
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