CSPA Assistantship

Number of Positions Available: 3

Office/Department: CAREER & ACADEMIC PLANNING

Director: Dr. Lee Ward

Mission Statement: We provide opportunities and support that engages students in the process of exploring, evaluating and choosing academic programs and careers.

Functional areas included in this office/department:
1. Academic advising for undeclared freshmen; coordination of all freshman advising
2. Orientation of new students to academic opportunities, policies, and expectations
3. Career development counseling to students at all levels and in all majors
4. Job search processes, including resume development, job and internship location strategies, and interviewing
5. Employer Relations and Recruiting

Students who participate in this experience will gain understanding of academic and student affairs as a profession and the influence they have on contemporary higher education through the following tasks and activities:
1. Conducting individual counseling sessions to assist students in the career decision-making process and helping students identify and clarify their personal values, interests, and abilities as they relate to career and academic choices.
2. Serving as a freshman advisor to undeclared students.
3. Teaching workshops on writing resumes.
4. Assisting students individually with resume development, internship & job search, and application to professional and graduate school.
5. Assisting with career and academic programs throughout the year, including: fall & spring career fairs, ResumePREP, and Teacher Recruitment Day.
6. Special project administration through work with office staff, teams, and/or programs.

Students who participate in this experience will be exposed to the purposeful application of the following relevant theories:
1. Career development theories (e.g. Holland, Super)
2. Psychosocial and student development theories (e.g. Chickering, Perry)
3. Typology theories (Jung)

Students assigned to this site will be able to participate in the following assessment or evaluation projects:
1. Evaluation of various programs (e.g. career fairs) and services (freshman advising)
2. Assessment of learning opportunities (e.g. IS202, resume writing, decision making, etc.)

Students who participate in this experience will be evaluated and provided ongoing feedback in the following ways:
1. Periodic consultation with advising mentor and GA coordinator/supervisor
2. Informal evaluation at mid-year and written performance evaluation in April

Specific expectations of students assigned to this site include:
1. Be available to work during periods according to undergraduate student needs for advising and career development
2. Participate in August pre-service training prior to start of fall semester (2 weeks before classes start)
3. Attend staff meetings and participate in planning exercises as available
4. Perform all tasks in a timely, organized and professional manner
5. Communicate consistently with supervisors about success and challenges or concerns
6. Present positive attitude about job responsibilities
7. Effectively work in group/team situations
8. Request assistance when needed
9. Develop knowledge and skills in the following areas:
   ▪ Principles and practices of developmental advising
   ▪ All aspects of a comprehensive career development and academic advising program (career decision-making, internships, recruiting, special events, academic success and recovery, etc.)
   ▪ Skills in developing and conducting large and small group presentations and workshops on career related topics
   ▪ Skills in small group facilitation, assessment and referral, and one-on-one counseling
   ▪ Project management skills related to special project areas

Contact Person
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