CSPA Assistantship  

**Number of Positions Available:** 1

**Office/Department:** Centennial Scholars Program, Student Access & Inclusion

**Executive Director:** Diane Strawbridge

**Mission Statement:** To provide financial assistance and a multi-level academic support network to retain eligible under-represented students.

**Functional areas included in this office/department:**

**Student Support:**
- Conduct bi-weekly small group meetings with mentees (facilitate ice-breakers, discussions, small group activities, etc.)
- Provide consistent contact via email or cell phone with mentees
- Provide listening ear and be supportive of mentees
- Advocate for mentees when appropriate
- Facilitate study hall sessions

**Program Support:**
- Serves as an ambassador for CSP and JMU
- Facilitate and/or present in Large Group Meetings
- Facilitate events for Family Weekend, Choices, and Take-a-Look, as directed by the Executive Director
- Observe and help facilitate Summer Orientation Workshops
- Keep accurate record and stats for small group meetings
- Disseminate information regarding CSP or JMU related events and/or activities
- Facilitate university assessment as indicated by CARS

**Specific Involvement areas:**
- Coordinate all small group meeting rooms
- Coordinate all study hall locations & times
- Assessment Coordinator
- Event coordinator
- Valley Scholars Liaison
- Big/Little Buddy Coordinator
- Social coordinator
- Leadership Team

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:**
   - Participation in divisional staff meetings, committee meetings and professional development opportunities
   - Assistance in events and programs (planning and implementation).
   - Participation on other special projects as identified throughout the semester by the Centennial Scholars Program.
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:
   - Perry: Cognitive Development Theory
   - Chickering: Psycho-social Development Theory
   - Schlossberg: Student Transition Theory
   - Levy-Warren: Separation Theory
   - Rendon: Validation Theory
   - Astins: Involvement Theory

3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:
   - Assessment of the Centennial Scholars Program (within their area of responsibility)
   - Assessment of the mentorship group

4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:
   - Weekly meetings with assistantship supervisor
   - End of the semester formal evaluation with assistantship supervisor
   - Participation in group discussions and weekly journals in conjunction with the PSYC 635 assistantship course.

5. Specific expectations of students assigned to this site include:
   - Abide by confidentiality agreement
   - Attend required meetings and office events
   - Ask for assistance when needed
   - Complete assigned projects in a timely manner
   - Have excellent verbal and written communication skills
   - Have an interest working with a diverse student population
   - Have effective presentation and facilitation skills
   - Have the ability to relate to college age students
   - Have leadership ability and/or potential
   - Have flexibility, be creative, sense of humor
   - Have patience, an open-mind, be a team player
   - Exhibit characteristics representative of a mature role model
   - Develop excellent listening skills
   - Be approachable
   - Exhibit maturity
   - Make appropriate referrals
   - Participate in Graduate Mentor Training
   - Be open to constructive feedback from the Executive Director of Student Access & Inclusion

Contact Person
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