CSPA Assistantship  
Number of Positions Available: 2

Office/Department: Fraternity & Sorority Life  
University Unions

Director: David Barnes - University Unions

Mission Statement:
Fraternity & Sorority Life: In partnership with Inter/National fraternity and sorority organizations, we are committed to providing programs, services, and resources that support and empower students, advisors, and alumni to foster the advancement of a nationally recognized community founded upon the values articulated by JMU and their respective fraternity and sorority organizations.

University Unions: Through quality programs, services and facilities, we create a community that prepares students to become educated and enlightened citizens, who lead meaningful and productive lives.

Functional areas included in this office/department:
Fraternity & Sorority Life  
UU: Student Activities and Involvement, Madison Union, Festival Conference Center, Technology and 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:
   - Advisement/development of the Interfraternity/Panhellenic/Junior Panhellenic Council Officers
   - Working closely with the Assistant Greek Coordinators
   - Staff training: planning and implementation, facilitation
   - Teambuilding: planning and implementation, facilitation
   - Retreats: planning and implementation, facilitation
   - Officer Training: planning, implementation, facilitation
   - Writing and presenting performance evaluations
   - Collaborative projects with various university departments
   - Attendance at office, departmental and divisional meetings
   - Major event planning and implementation
   - Student development theory to practice
   - Managing change
   - Communication within an organization
   - Writing goals, learning outcomes, and action plans
   - Budget planning and maintenance
   - Use of technology

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)
   - 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:
   - Assessment of a chapter’s progress according to the Annual Reports rubric
   - Assessment of chapter president, Interfraternity and Panhellenic/Junior Panhellenic Council officer, and Assistant Greek Coordinator leadership development
• Assessment and evaluation of the Leadership Institute program
• Assessment and evaluation of Leadership U program

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
   • As requested by student or as deemed necessary

5. Specific expectations of students assigned to this site include (please note that one position will advise the Interfraternity Council, and one position will advise the Panhellenic/Junior Panhellenic Councils. Other opportunities for advising and involvement in Fraternity & Sorority Life are as follows):
   • Arrive in early August for training, stay late or return early for academic breaks or vacations as necessary
   • Create and maintain a schedule designed to meet assistantship requirements
   • Prepare a transition notebook with detailed records of areas of responsibilities
   • Support the mission of Fraternity & Sorority Life, University Unions, the Division of Student Affairs and University Planning, and James Madison University
   • Perform designated tasks in a timely, organized and professional manner
   • Maintain a positive attitude about job responsibilities
   • Strive to be an effective team member, communicate effectively and honestly with supervisor and other staff members
   • Gain an understanding of Fraternity & Sorority Life and University Unions policies and procedures
   • Serve in an on-call rotation as a representative of Fraternity & Sorority Life
   • Attend conferences, workshops, and professional development opportunities as deemed appropriate
   • Participate in the planning and implementation of the Assistant Greek Coordinator and House Manager trainings
   • Advise Interfraternity, Panhellenic, and Junior Panhellenic Council Executive Board Members
   • Assist Assistant Greek Coordinators with their assigned projects
   • Advise additional student organizations supervised by Fraternity & Sorority Life (Order of Omega, Greeks Advocating the Mature Management of Alcohol – G.A.M.M.A.)
   • Serve as a role model/mentor to fraternity/sorority members, provide motivation and encouragement for students and staff members
   • Participate in the planning and implementation of Council Recruitment, advise and train Rho Gammas
   • Assist in the development of a New Member Education orientation program
   • Participate in the planning and implementation of large-scale Fraternity & Sorority Life events (Excellence Awards, Greek Sing, etc.)
   • Participate in the planning and implementation of large-scale leadership programs (Leadership Institute, Leadership U)
   • Assist with Advisor recruitment, training, and retention

Contact Person(s)
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