CSPA Assistantship

Number of Positions Available: 6-9

Office/Department: Office of Residence Life – Hall Director

Director: Mr. Kevin Meaney

Mission Statement: The Office of Residence Life is committed to designing and maintaining a caring environment that encourages academic success, personal growth, and responsibility to one’s community.

Functional areas included in this office/department: Business Operations, Housing Services, Student Learning Initiatives, Residence Life Community Development

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:
   - Supervision/development of student staff team
   - Staff training: planning and implementation
   - Advising student groups/organizations
   - Behavior management/discipline follow up with residents
   - Teambuilding: planning and implementation
   - Participation in departmental committees and projects
   - Writing and presenting performance evaluations
   - Collaborative projects with various university departments
   - Attendance at departmental and divisional meetings
   - Community development theory to practice
   - Student development theory to practice
   - Managing change
   - Communication within an organization
   - Writing goals, learning outcomes, and action plans
   - 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, Kohlberg, 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:
   - Semi-annual perception study analysis and action plan
   - Program/event surveying/evaluation
   - Periodic research projects
   - Self-evaluation and staff-evaluation each semester
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:
   - Arrive late July/early August for pre-service training
   - Stay late/return early for academic breaks/vacations
   - Create and maintain a schedule designed to meet assistantship requirements
   - Support the mission of Office of Residence Life, Student Affairs, and JMU
   - Perform designated tasks in a timely, organized and professional manner
   - Participate in staff selection process
   - Manage hall housekeeping and maintenance issues/reports
   - Manage/report hall occupancy and room changes
   - Guide hall educational and social programming efforts
   - Plan and facilitate weekly meetings
   - Communicate consistently and honestly with supervisor
   - Maintain a positive attitude about job responsibilities
   - Work to be an effective team member
   - Request assistance and support when approaching new situations
   - Gain an understanding of residence hall issues, policies and procedures
   - Live in assigned residence hall

Contact Person
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