Mission Statement:
Student Activities & Involvement: We believe organizational involvement empowers students. Therefore, we provide opportunities, resources and support so that students become educated and enlightened citizens who lead meaningful and productive lives.

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

Functional areas included in this office/department:
Student Activities & Involvement: University Program Board, Fraternity/Sorority Life, Clubs and Organizations, Student Government Association, Make Your Mark On Madison, The Club House, Union Programs
UU: Student Activities & Involvement, Event Management, Technology & Design, Festival Conference and Student Center, Summer Conferencing, Leadership

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:
   - Staff training: planning and implementation
   - Teambuilding: planning and implementation
   - Participation in departmental committees and projects
   - Writing and presenting performance evaluations
   - Collaborative projects with various university departments
   - Attendance at office, departmental and divisional meetings
   - Student development theory to practice
   - Managing change
   - Communication within an organization
   - 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)

3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:
• Program/event surveying/evaluation
• Research projects as deemed necessary (election process, board structure, programming models, etc.)

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:
   • Arrive in early August for pre-service training
   • Stay late/return early for academic breaks/vacations, as deemed necessary
   • Create and maintain a schedule designed to meet assistantship requirements
   • Support the mission of Student Activities & Involvement, University Unions, Student Affairs and JMU
   • Perform designated tasks in a timely, organized and professional manner
   • Participate in student staff selection process
   • Plan and facilitate one-on-one meetings with designated staff members
   • Provide constructive feedback from staff members and seek feedback from them
   • Provide motivation and encouragement for student staff
   • Attend UP sponsored events
   • 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 policies and procedures
   • Attend conferences, workshops, and professional development meetings as deemed appropriate

Contact Person
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