CSPA Assistantship

Number of Positions Available: 1

Office/Department: Orientation Office – 1787 August Orientation Student Staff

Director: Sarah A. Sunde

Mission Statement: Orientation engages students in the JMU learning experience by preparing them to be active and authentic members of the university community.

Position Description: The 1787 August Orientation Student Staff graduate assistant is responsible for the development and implementation of student staff recruitment, selection, and training for 1787 August Orientation staff.

Functional areas included in this office/department:

- First-year Orientation
  - Summer Springboard
  - 1787 August Orientation
- Transfer Orientation
  - Transfer Summer Springboard
  - Transfer 1787 August Orientation
  - December Transfer Orientation
- Publications:
  - The One Book
  - Mappy
  - The Transfer One Book
  - Transfer Compass

1. Students who participate in this experience will gain an understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:

- Assist with development and implementation of First year Orientation Guide (FROGs) student staff recruitment, selection, and training to prepare FROGs for 1787 August Orientation
- Participate in departmental/divisional meetings, planning, and projects
- Plan and facilitate presentations and training sessions for OPAs and FROGs
- Apply student development/counseling theory to everyday practice
- Serve as a liaison between new students, parents, and the university
- Participate in the review of assessment objectives and instruments
- Contribute to the planning and implementation of Orientation programs
- Demonstrate openness to professional growth.
- Utilize technologies associated with the responsibilities listed above
- Work collaboratively on special projects within the Orientation Office and with other university departments.

2. Students who participate in this experience will be exposed to the purposeful application of the following student development, and/or organizational theories:

- Psychosocial Developmental Theories: Chickering and Reisser
- Typology: Myers-Briggs
- Identity Development Theories: Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple
- Transition Theory: Schlossberg
- Generational theories regarding students and their parents
Leadership Theory

3. **Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
   - Orientation Team Training Evaluation
   - Performance evaluation of our student staff members (OPAs)
   - 1787 August Orientation Program Evaluation and Assessment

4. **Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
   - Weekly one-on-one meeting with supervisor
   - Periodic assessment of learning outcomes from learning contract
   - Formal written performance evaluations at the end of each semester
   - Participation in professional development opportunities

5. **Specific expectations of students assigned to this site include:**
   - Train and supervise OPAs and FROGs during 1787 August Orientation
   - Participate in OPA performance evaluations and 1787 August Orientation programming assessment efforts (including self reflection/evaluation)
   - Assist with the recruitment of FROGs
   - Assist with the selection and training of student staff members (OPAs and FROGs)
     1. Selection process includes an application, group interview, and individual interview
     2. Training includes trainings for the FROG interview process and 1787 programming
   - Plan and execute a Transition Team Training Day in collaboration with Residence Life
   - Attend National Orientation Directors Association Region 8 Conference (March/April)
   - Attend weekend student staff retreat (February)
   - Gain an understanding of the philosophy and literature behind orientation and first-year experience programs
   - Communicate effectively with supervisor, co-workers, and faculty
   - Role model professionalism, ethical decision making, and being responsible for confidential information
   - Be willing to work evenings and weekends, when necessary
   - Create and maintain a schedule to meet assistantship requirements
   - Support the mission of the Orientation Office, Student Affairs, and JMU
   - Perform designated tasks in a timely, organized, and professional manner
   - Attend all professional staff meetings/retreats
   - Appreciate diversity and individual differences
   - Assist with special projects as needed
   - Other duties as assigned

**Contact Person**
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