CSPA Assistantship

Office/Department: Orientation Office – Summer Springboard Programming & Student Staff

Director: Tisha A. McCoy-Ntiamoah

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 Programming & Student Staff graduate assistant (9-month contract) is responsible for the development and implementation of student staff recruitment, selection, and training for Orientation programs.

*NOTE – Ideally, this person will have an interest in and be available to serve an additional 3-month contract (May-late July) in order to effectively implement Summer Springboard programs and student staff training, and share supervision of student staff during Springboard programs. This allows this person to see an Orientation process from beginning to end, which is advantageous for those interested in pursuing professional positions in Orientation and First-year programs.

Functional areas included in this office/department:

- First-year Orientation
- Summer Springboard
- 1787 August Orientation
- Transfer Orientation
- Transfer Summer Springboard
- Transfer 1787 August 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 Orientation Peer Advisers (OPAs) and Assisting New Transfer Students (ANTS) recruitment, selection, and/or training
- Participate in departmental/divisional meetings, planning, and projects
- Plan and facilitate presentations and training sessions
- Supervision of student staff, pending contract extension into the summer
- 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 results
- Contribute to the planning and implementation of Orientation programs
- Demonstrate openness to professional growth.
- Utilize technologies to create student staff intro videos and photograph student staff
- 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, ANTs)
   - Summer Springboard Program Evaluation and participation in assessment results presentation

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:**
   - Assist with the selection and training of OPAs and ANT
   - Coordinate overnight student staff retreat (February)
   - Attend National Orientation Directors Association Region 8 Conference (March/April)
   - Gain an understanding of the philosophy and literature behind orientation and first-year experience programs
   - Photograph OPAs and ANT for use on the website and to create a student staff intro video
   - Communicate effectively with supervisor, co-workers, and faculty
   - Role model professionalism, ethical decision making, and being responsible for confidential information
   - Participate in student staff performance evaluations and assessment efforts (including self reflection/evaluation)
   - 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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