

Office/Department: Community Engagement & Volunteer Center

Director: Kim Davidson

Mission Statement: We cultivate mutually beneficial partnerships between students, faculty, and community organizations that address community-identified priorities and contribute to student learning.

Functional areas included in this office/department: Supporting student organization and/or individual community engagement, service-learning courses, co-curricular programs (Alternative Break Program, Every Campus a Refuge, Federal Work Study [community immersed] & Madison Community Scholars, episodic programs), and Faculty support.

Students who participate in this experience will:

1. Gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through:

- Advising/building/developing student staff
- Planning and implementing staff training
- Understanding and practice of service-learning theory
- Designing and implementing reflection and educational programs to connect academic and life experiences to service experiences and social issues
- Assisting with departmental programs (e.g. Pre-Orientation Programming, Service Fairs, Federal Work Study & Madison Community Scholars workshops, Alternative Break Leadership Team workshops, etc)
- Participating in departmental committees and projects
- Attending departmental and divisional meetings
- Facilitating opportunities for students to translate theory to practice
- Managing change
- Practicing organizational communication
- Using technology such as web-based applications, MS Excel, MS Word, MS Teams, Trello, etc

2. 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. Participate in assessment and/or evaluation projects:

- Program/event surveying/evaluation
- Periodic research projects
- Supporting the development of departmental wide student learning objectives

4. Be evaluated and provided on-going feedback:

- Weekly one on one consultation meetings with direct supervisor
- Written performance evaluation each December and April

5. Manage position-specific expectations:

- Oversee student organization/individual student service requests and education
 - Serve as CEVC ambassador to increase student organization involvement (including, but not limited to Fraternity & Sorority Life, Student Government Association, Student Athletes, and Centennial Scholars Program)
 - Facilitate conversations and/or develop and facilitating presentations for student leaders/organizations to utilize the PARE model when implementing community engagement
 - Assist with semesterly Kick Off events (i.e. Federal Work Study/Madison Community Scholars Kick Off, Volunteer Fair [service-learning course and Centennial Scholars Program liaison], Weeks of Welcome programming, etc)
 - Connect students, student organizations, and community partners
 - Develop, facilitate, and/or coordinate individual and/or group reflection for co-curricular programs
 - Assist with semesterly service-learning course preparation and launch
 - Assist with collecting assessment and/or evaluation data and writing reports/sharing associated data and stories
- Assist with office programs by:
 - Supporting the planning, preparation, and implementation of student staff hiring and training
 - Supporting the planning, preparing, and implementing of Dukes Making a Difference (DMAD), a pre-orientation program
 - Supporting episodic or weekly student opportunities in the community
 - Participating actively in regularly scheduled professional staff, all staff, and one-on-one supervisory meetings
- Represent CEVC at campus and community programs by:
 - Staffing information tables
 - Facilitating presentations
 - Serving on departmental advisory boards/committees, etc
- Other duties as assigned

Contact Person/Supervisor:

Misty Newman

(540) 568-6366

newmanmj@jmu.edu

2nd Floor, Student Success Center