

CSPA Graduate Assistantship

Number of Positions Available: 1

Office/Department: College of Business Academic Success Center

Director: Michelle Duncan

Mission Statement: The Academic Success Center in the College of Business encourages student growth by providing quality advising and programming designed to empower students in making informed decisions leading to achievement of academic and professional goals.

Functional areas included in this office/department:

1. Academic advising and coaching for most business majors and minors
2. Coordination of formal acceptance process to business programs
3. First-year seminar course development and instruction
4. Course enrollment management
5. Data extraction for CoB deans and unit heads
6. Approvers of program declarations, graduation applications and course directives

Students who participate in this experience will gain understanding of academic and student affairs as a profession and the influence they have on contemporary higher education through the following tasks and activities:

1. Conducting individual advising/coaching sessions to assist students in academic progression
2. Reviewing student records to identify at-risk factors
3. Maintaining regular communication with students through various means
4. Utilizing learning and student management systems
5. Assisting with administrative duties such as record keeping, editing distribution materials, etc.
6. Representing the ASC at various events
7. Providing input on strategic planning initiatives
8. Teaching or co-teach a first-year seminar section (optional)
9. Supervising peer advisors (optional)

Students who participate in this experience will be exposed to the purposeful application of the following relevant theories:

1. Academic Advising (Gordon, Bloom, NACADA)
2. Student Development (Chickering, Perry, Kohlberg, Sanford)
3. Learning (Krumboltz, Gardner, Kolb, Rogers)
4. Leadership (Burns, Tierney, Blanchard, Goleman)
5. Organizational Behavior (Complexity, Informational, Hybrid, Mintzberg)

Students assigned to this site will be able to participate in the following assessment or evaluation projects:

1. Evaluation of various programs and services (advising, special events, peer advising, website, Canvas, etc.)
2. Assessment of learning outcomes (advising, first-year seminar, etc.)
3. Performance evaluations of peer advisors

Students who participate in this experience will be evaluated and provided ongoing feedback in the following ways:

1. Periodic feedback from ASC staff and GA coordinator
2. Informal evaluation at mid-semesters and mid-year
3. Formal written evaluation at end-of-year

Specific expectations of students assigned to this site include:

1. Establish and follow a work schedule in conjunction with ASC office coordinator; Be flexible for occasional weekend/evening events; Communicate schedule changes with site supervisor
2. Maintain confidentiality of student records; Use discretion
3. Participate in August ASC staff retreat and pre-semester training
4. Attend staff meetings when necessary and available
5. Practice business etiquette at all times while working
6. Function as part of the ASC team; Support co-workers; Respect team and work space
7. Perform all tasks in a timely, organized and professional manner
8. Be receptive to feedback and constructive critiques
9. Participate in professional development opportunities
10. Assist with special projects as needed

Contact Person

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CoB Learning Complex

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