

CSPA Assistantship**Number of Positions Available: 1****Office/Department:** Centennial Scholars Program, Student Access & Inclusion**Executive Director:** Mrs. Diane Strawbridge**Assistant Director:** Dr. Amanda M. C. Yankey**Mission Statement:** To provide financial assistance and a multi-level academic support network to retain eligible under-represented students.**Functional areas included in this office/department:**

Student Support:

- Adhere to the mentor responsibilities outlined under specific expectations
- Provide consistent contact via email, text, and/or GroupMe with mentees
- Provide listening ear and be supportive of mentees
- Advocate for mentees when appropriate

Program Support:

- Serves as an ambassador for CSP and JMU
- Facilitate and/or present in Large Group Meetings
- Facilitate CSP outreach and community involvement events
- Keep accurate records of mentee one-on-one meetings
- Keep accurate records of small group meetings
- Collaboration with GA mentor team
- Disseminate information regarding CSP or JMU related events and/or activities

Specific Involvement Areas:

- The following is a list of all possible individual roles you may be assigned to participate in or coordinate, please note that these are subject to change at the determined need of the student population:
 - GA Team Communicator
 - Big/Little Buddy Coordinator
 - Valley Scholar Transition Coordinator
 - Small Group Coordinator
 - Study Hall Coordinator
 - CSP Council Advisor
 - Community Service Liaison
 - Assessment Liaison
 - Transitions Coordinator
 - Large Group Reporter/Photographer
 - Social Events Coordinator
 - Public Relations Coordinator
 - Alumni Impact Program Coordinator

- 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:**
 - Participation in divisional staff meetings, committee meetings, mentee meetings, and professional development opportunities
 - Assistance in planning and implementation of CSP events/programs

- 2. Participation on other special projects as identified throughout the assistantship 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:**
 - Perry: Cognitive Development Theory
 - Chickering: Psycho-social Development Theory
 - Schlossberg: Student Transition Theory
 - Levy-Warren: Separation Theory
 - Rendon: Validation Theory
 - Astins: Involvement Theory

- 3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
 - Assessment of the Centennial Scholars Program (within their area of responsibility)
 - Needs Assessment of incoming freshman and transfer students

- 4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
 - Bi-weekly meetings with assistantship supervisor
 - End of the semester formal evaluation with assistantship supervisor

- 5. Specific expectations of students assigned to this site include:**
 - Skills:
 - Abide by confidentiality agreement
 - Attend required meetings and office events
 - Ask for assistance when needed
 - Have excellent verbal and written communication skills
 - Have an interest working with a diverse student population
 - Have effective presentation and facilitation skills
 - Have the ability to relate to college age students
 - Have leadership ability and/or potential
 - Have flexibility, creativity, sense of humor, patience, open-mind, team player, effective listening skills, mature and positive role model characteristics
 - Be approachable
 - Mentor Responsibilities:
 - Act as a mentor: hold Small Group meetings, one-on-ones, and assist mentees with CSP compliance as needed
 - Actively participate in training during August (week before classes start)
 - Proctor CSP Study Hall sessions
 - Attend supervision meetings with assistantship supervisor
 - Submit monthly reflection
 - Maintain CSP Office Hours
 - Assist and Attend CSP Events
 - Complete assigned duties under individual role

Contact Person

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