

Office/Department: The Office of Residence Life – Student Learning Initiatives Resource Center

Director: Kevin Meaney

Mission Statement: The Office of Residence Life is committed to designing and maintaining a caring environment that encourages academic success, respect, personal growth and responsibility to one's community.

The Student Learning Initiatives Resource Center is committed to furthering the mission of ORL by providing support and resources for residential educations and involvement to ORL staff and students, while encouraging a positive college experience.

Functional areas included in this office/department: Business Operations, Housing Services, Community Development, and Student Learning Initiatives.

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:

- ❖ Directly supervise 8-10 student staff members
- ❖ Plan and run weekly staff meetings and bi-weekly one on ones for all staff members
- ❖ Write and present performance evaluations for each staff member
- ❖ Plan and implement a 3-week staff training with Student Learning Initiatives (SLI) Coordinator
- ❖ Learn, support, and implement ORL's residential curriculum
- ❖ Learn techniques for working with Resident Advisers, Hall Directors, Program Advisers, volunteers and sanctioned service learners
- ❖ Manage multiple projects and develop organizational subsystems
- ❖ Create or improve programs related to specific issues or populations
- ❖ Develop skills related to computer programs, such as Word, PowerPoint, Publisher, Photoshop, InDesign and Illustrator
- ❖ Create marketing strategies for publicizing programs and events
- ❖ Learn payroll and scheduling process
- ❖ Organize campus-wide programming
- ❖ Work in the Student Learning Initiatives Resource Center (for exposure to a variety of students described above)
- ❖ Directly manage Brick Wall and The Clothesline Project campus wide events. (All SLI projects are discussed to determine the graduate assistant's interests and where they want to develop their skills)
- ❖ Be involved in all SLI sponsored projects
- ❖ Attendance at departmental and divisional meetings as appropriate

2. 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:

- ❖ Self- Authorship Theory (Baxter Magolda)
- ❖ Transition Theory (Nancy Schlossberg)

- ❖ Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)
- ❖ Cognitive Developmental Theories: (Kohlberg, Belenky, Gilligan)
- ❖ Counseling Theories: (Reality Therapy, Person-Centered Therapy, Existentialist)
- ❖ “Involvement Theory” (Astin)

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

- ❖ Event evaluations for Brick Wall and Clothesline Project
- ❖ Program evaluation principles
- ❖ Goal development
- ❖ Semester evaluation of student staff
- ❖ Assess and develop on-going staff training

4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:

- ❖ Weekly supervisory meetings
- ❖ Midterm evaluation to occur no later than January of that academic year
- ❖ Final evaluation to occur no later than May 5 of that academic year

5. Specific expectations of students assigned to this site include:

- ❖ Desire to try new ideas, be creative and have fun.
- ❖ Patience, customer service skills, and organization skills—this is a very active environment!
- ❖ Support mission and activities of SLI and the Office of Residence Life
- ❖ Perform designated tasks in a timely, organized and professional manner
- ❖ Participate in training during late July/August
- ❖ Participate in student staff selection
- ❖ Work with other departments and offices in the development of programs
- ❖ Meet weekly with supervisor
- ❖ Communicate consistently and honestly
- ❖ Flexibility in an active environment working with student staff
- ❖ Maintain a positive attitude about job responsibilities

Please Note: It is strongly encouraged that this individual be available to work in a paid intern position during the summer prior to assistantship. Housing will be provided during the summer internship.

Contact Person

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