

Office/Department: Office of Orientation & Transition – **Orientation Student Staff**

Director: Casey Ouren

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 Orientation Student Staff graduate assistant in the Office of Orientation & Transition is responsible for the development and implementation of orientation student staff recruitment, selection, and training for First Year Orientation and Transfer Orientation.

Functional areas included in this office/department:

- First-year Orientation
- Transfer Orientation
- Spring Orientation
- Weeks of Welcome
- Publications
 - *The One Book*
 - *The Transfer One Book*
 - Spring Mailer

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 student staff recruitment, selection, and training for Orientation Peer Advisers (OPAs).
- Participate in departmental/divisional meetings, planning and projects
- Develop, plan and facilitate presentations and training sessions for OPAs.
- Apply student development/counseling theory to everyday practice
- Understand new student and family needs
- Participate in the review of assessment objectives, instruments and results
- Contribute to the planning and implementation of Orientation programs
- Demonstrate openness to professional growth
- Utilize technologies associated with the responsibilities listed above
- Work collaboratively on special projects within the Orientation & Transition 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
- Identity Development Theories: Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple
- Transition Theory: Schlossberg
- Generational theories regarding students and their parents
- Typology: Myers-Briggs, True Colors, Leadership Compass, Enneagram
- Leadership Styles and Theories

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)
 - Summer Orientation and Weeks of Welcome Program Evaluation and Assessment
- 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:**
- Train and supervise OPAs during Weeks of Welcome
 - Assist with programs during Weeks of Welcome
 - Participate in OPA performance evaluations and Weeks of Welcome programming assessment efforts (including self-reflection/evaluation)
 - Assist with the recruitment and selection of OPAs
 - Assist with leadership workshops and training sessions for OPAs
 - Attend and participate in weekend student staff retreat (February)
 - Assist in developing aspects of OPA training for Summer Orientation
 - Attend NODA Region 8 Conference (March/April)
 - Gain an understanding of the philosophy and literature behind orientation, first-year experience and transfer programs
 - Communicate effectively with supervisor, co-workers, staff and faculty
 - Role model professionalism, ethical decision making and being responsible for confidential information
 - Be willing to work evenings and weekends, when necessary
 - Create and maintain a schedule to meet assistantship requirements
 - Support the mission of the Office of Orientation & Transition, 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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