

Office/Department: Orientation Office –**Student Staff Graduate Assistant**

Director: Sarah A. Sunde

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 Student Staff graduate assistant in the Orientation Office is responsible for the development and implementation of student staff recruitment, selection, and training for First-Year and Transfer Summer Springboard and 1787 Weeks of Welcome. The graduate assistants in this position will work both individually and collectively on the various departmental functions.

Functional areas included in this office/department:

- First-year Orientation
 - Summer Springboard
 - 1787 Weeks of Welcome
 - Spring Orientation
 - Spring Weeks of Welcome
- Transfer Orientation
 - Transfer Summer Springboard
 - Transfer 1787 Weeks of Welcome
 - Spring Orientation
 - Spring Weeks of Welcome
- Publications:
 - *The Transfer One Book*
 - *The One Book*
 - Mappy
 - Transfer Compass

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), Transfer Orientation Peer Advisers (TOPAs), and First year Orientation Guides (FROGs)
- Participate in departmental/divisional meetings, planning and projects
- Plan and facilitate presentations and training sessions for OPAs, TOPAs, and FROGs
- 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 Office 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 & TOPAs)
- First-Year and Transfer Summer Springboard and 1787 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, TOPAs and FROGs during 1787 Weeks of Welcome
- Assist with programs during 1787 Weeks of Welcome
- Participate in OPA and TOPA performance evaluations and 1787 Weeks of Welcome programming assessment efforts (including self-reflection/evaluation)
- Assist with the recruitment and selection of OPAs, TOPAs, and FROGs
- Assist with HRD 100 leadership class for OPAs and TOPAs
- Attend and participate in weekend student staff retreat (February)
- Plan and execute a Transition Team Training Day in collaboration with Residence Life
- Assist in developing aspects of OPA & TOPA training for Summer Springboard
- Potentially 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 Orientation Office, 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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