

Office/Department: Dean of Students

Director: Gloria Mast, Interim Dean of Students

Mission Statement: Dean of Students supports student learning and interpersonal growth that creates engaged and enlightened citizens and provides support, guidance and advocacy.

Functional areas included in this office/department:

The office responds to the informational and personal concerns of students, parents, faculty and staff. Staff in the Dean of Students are committed to helping students and others in the areas of:

- Supporting and advising students and families in crisis and/or challenging situations.
- Assisting students who are considering withdrawing from the university prior to the end of the semester.
- Notifying faculty of extended absences from class when a student is unable to attend due to extenuating circumstances and will be out more than two days.
 - Such notifications are sent as a convenience for the student, but do not excuse the student's absence. It is the responsibility of the student to contact each professor upon their return regarding the professor's policy for missed classes, assignments, etc.
- Consulting with faculty, staff and students regarding distressed and disruptive students; referrals to appropriate resources.
- Maintaining referral system for community members to share concerns about the social, emotional, academic, or mental health challenges of students.

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:

Support full time staff by providing general assistance to students and parents: interact directly with students and parents both face-to-face, e-mail, and via the telephone; assist students and parents via scheduled appointments and walk-in/call-in contacts; provide guidance in response to specific questions in the form of resource and referral assistance.

Assist full time staff in the response to MadisonCares referrals. Provide resources and support to students of concern. Assist with the case and database management.

Assist full time staff in providing guidance and advisement to students, parents, faculty, staff and various external constituents.

Observe and gain and understanding of the coordination of University response to individual students in crisis.

Coordinate the JMU Rebound program.

- Marketing and outreach to university departments, faculty staff, students, parents, alumni, etc.
- Provide intakes for students referred to Rebound program.
- Recruit and train rebound mentors and small group facilitators.
- Provide follow-up and support to rebound mentors and students during their Rebound experience.

- Facilitate small Rebound group and Rebound class when needed.
- Serve as Rebound mentor when needed.
- Create, update, engage in, and monitor JMU Rebound Facebook page. Create and coordinate other social media platforms for Rebound.
- Revise Rebound journal as needed.
- Assist with assessment cycle for Rebound program.
- Assist with managing Rebound budget.

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:

- Perry – Intellectual and Ethical Development
- Kohlberg – Moral Judgement
- Chickering – Psychosocial Development
- Astin’s Involvement Theory
- Baxter Magolda – Self-Authorship

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

Assisting with the assessment cycle for the Rebound program.

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 at the end of the academic year

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

1. Maintain confidentiality and kept any and all information shared within the office private.
2. Perform tasks in a timely, organized, and professional manner.
3. Communicate consistently with supervisor and staff about successes, challenges, and concerns.
4. Present positive attitude about job responsibilities.
5. Effectively work in group/team situations.
6. Collaborate with personnel in the office and across campus as appropriate.
7. Request assistance when needed.
8. Be able to **effectively work independently** on assigned projects or tasks.
9. Dress professionally.

Site Supervisor/Contact Person

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