

CSPA Assistantship Number of Positions Available: 1

Office/Department: Student Activities & Involvement (Organization Development), Student Life

Director: Kaitlin Griffith, Interim Director, Student Life

Mission Statement:

Student Activities & Involvement: We believe organizational involvement empowers students. Therefore, we provide opportunities, resources and support so that students become educated and enlightened citizens who lead meaningful and productive lives.

Student Life: To provide all students with experiences for self-discovery, belonging, and authentic engagement with each other, their communities, and beyond.

Functional areas included in this Office/Department:

Student Activities & Involvement: University Program Board, Union Programming, Clubs and Organizations, The Club House

Student Life: Student Activities & Involvement, Fraternity & Sorority Life, Off Campus Life, Student Leadership Center

- 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:**
 - Educational Programming
 - Leadership Training
 - Supervisory experience with student employees
 - Advisement of student organization
 - Event Programming
 - Staff training: planning and implementation
 - Teambuilding: planning and implementation
 - Participation in departmental committees and projects
 - Writing and presenting performance evaluations
 - Collaborative projects with various university departments
 - Attendance at office, departmental, and divisional meetings
 - Student development theory to practice
 - Managing change
 - Communication within an organization
 - Writing goals, learning outcomes, and action plans
 - Budget planning and maintenance

- 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:**
 - Psychosocial Developmental Theories: (Chickering, Erikson)

- Cognitive Developmental Theories: (Perry, Kohlberg, Belenky, Gilligan)
- Typology: (Jung, Myers-Briggs)
- Counseling Theories: (Reality Therapy, Person-Centered Therapy)
- Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)

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

- Program/event surveying/evaluation
- Research projects as deemed necessary
- Assessment as deemed appropriate

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

- Weekly one on one consultation meetings with direct supervisor
- Written performance evaluation each December and April or as requested by student or deemed necessary
- Student evaluations of programs

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

- Direct student organization support, including:
 - Creating and implementing educational workshops for developing student organizations (CEO Workshops)
 - Collaborating with faculty/staff advisers
 - One on one advising with various clubs as needed
 - Communication with club presidents
 - Other opportunities as created or suggested
- Plan and Evaluate annual Madison Leads Conference student conference, including:
 - Committee creation and direction
 - Creation of assessment and Student Learning Outcomes
 - Day of functions and logistics (early February)
- Advisement of Outriggers Peer Educators, including:
 - Supervision and evaluation of Outrigger Program Assistant
 - Attendance at weekly Outriggers meetings (Thursdays)
 - Support and advise Committee Heads
- Collaboration with Organization Management area possible, including:
 - Supervision and evaluation of Club House student employees
 - Planning and coordination of Student Organization Night (Fall and Spring)
- Other duties within reason of the assistantship, including:
 - Compile a detailed notebook of assigned responsibilities
 - Attend and support Student Life sponsored events
 - Communicate consistently and honestly with supervisor
 - Maintain a positive attitude about job responsibilities
 - Work to be an effective team member
 - Request assistance and support when approaching new situations
 - Gain an understanding of Student Activities & Involvement and Student Life policies and procedures
 - Attend conferences, workshops, and professional development meetings
 - Arrive in early August for pre-service training
 - Stay late/return early for breaks/vacations, as deemed necessary
 - Create and maintain a schedule designed to meet assistantship

requirements

- Support the mission of Student Activities & Involvement, Student Life, Student Affairs and JMU
- Perform designated tasks in a timely, organized and professional manner

Contact Person

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