

**CSPA Assistantship**

**Number of Positions Available: 1**

**Office/Department:** Student Activities & Involvement (Student Life Programming), 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:**

- Program development and implementation
- Assist with programs across Student Life
- Union programming
- Participation in departmental committees and projects
- Collaborative projects between Student Life and other departments
- Attendance at office, departmental and divisional meetings
- Student development theory to practice
- Managing change
- Communication within an organization
- Use of technology

**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)

- 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 (program ideas, marketing, etc.)
  
- 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
  - As requested by student or as deemed necessary
  
- 5. Specific expectations of students assigned to this site include:**
  - Stay late/return early for academic 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
  - Plan and facilitate one-on-one meetings with designated staff members
  - Attend sponsored events (including nights and weekends)
  - 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 policies and procedures
  - Attend conferences, workshops, and professional development meetings as deemed appropriate

**Contact Person**

Emilee Jones

Coordinator

University Program Board

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