

CSPA Assistantship

Number of Positions Available: 1

Office/Department: Student Activities & Involvement (University Program Board), 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:

- Advisement/development of University Program Board
- Staff training: implementation
- Teambuilding: implementation
- Participation in departmental committees and projects
- Completing and reviewing performance evaluations with members
- Collaborative projects with various university departments
- Attendance at office, departmental and divisional meetings
- Manage change
- Communication within an organization
- Writing goals, learning outcomes, and action plans
- Contract process management
- Budget monitoring
- Use of technology
- Risk Management

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)
- Career Development Theories: (Super, Holland)

- Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, LGBT, Multiple)

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

- Program evaluation
- Programmers in Training student learning assessment
- Research projects as deemed necessary (selection process, programming models, 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:

- Arrive in early August for UPB Executive Board training
- 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
- Participate in board selection process
- Plan and facilitate one-on-one meetings with designated board members
- Provide constructive feedback to board members and seek feedback from them
- Provide motivation and encouragement for UPB members
- Attend UPB 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 of policies and procedures
- Attend conferences, workshops, and professional development meetings as deemed appropriate

Contact Information:

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Coordinator

University Program Board

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