

**Office/Department:** Community Service-Learning

**Director:** Steve Grande

**Mission Statement:** We cultivate mutually beneficial partnerships between students, faculty, and community organizations that address community-identified priorities and contribute to student learning.

**Functional areas included in this office/department:** Co-Curricular Programs (Alternative Break Program, Federal Work Study (Community Based), Episodic Programs), Service- Learning courses, Faculty support, and individual and group (student organizations, etc) community engagement.

**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:**

- Supervising/building/developing student staff
- Planning and implementing staff training
- Understanding and practice of Service-Learning theory
- Designing and implementing reflection and educational programs to connect academic and life experiences to service experiences and social issues
- Assisting with departmental programs (e.g. Pre-Orientation Programming, Service Fairs, Federal Work Study workshops, Alternative Break Leadership Team workshops,)
- Monitoring student hour and budget reports
- Participating in departmental committees and projects
- Attending departmental and divisional meetings
- Facilitating opportunities for students to translate theory to practice
- Managing change
- Practicing organizational communication
- Using technology such as web based applications, MS Access, MS Excel

**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, Multiple)

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

- Program/event surveying/evaluation
- Periodic research projects
- Supporting the development of departmental wide student learning objectives

**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

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

- Assist with strengthening communications and collaborations between CS-L and student organizations as well as other departments within the Division of Student Affairs
- Represent CS-L at campus and community programs by staffing information tables, facilitating presentations, and so forth
- Assist with collecting and compiling data as well as writing reports
- Coordinate and facilitate opportunities for leaders of student organizations to connect with each other about community engagement efforts
- Enhance the personal, professional, and leadership development of students
- Assist with the development and facilitation of bi-weekly student development and reflection workshops with the Federal Work Study (Community Based) and Madison Community Scholars programs
- Provide critical support to the community engagement process including connecting students, student organizations, and community partners each semester
- Assist with the CS-L student staff hiring process.
- Support the planning, preparation, and implementation of student staff training
- Assist in the development, facilitation and coordination of individual and group reflection for co-curricular community service programs as well as workshops to train student leaders of service organizations to utilize the PARE model for their service efforts
- Participate actively in regularly scheduled one-on-one meetings with supervisor and professional staff meetings
- Others duties as assigned

**Contact Person/Supervisor:**

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