

CSPA Assistantship

Number of Positions Available: 1

Office/Department: Office of the Vice President for Student Affairs – JMU VALOR

Student Staff Director: Dr. Tim Miller

Mission Statement: Serve the JMU military and dependent community's recruitment, transition, community-building, and graduation through comprehensive systems, programs, and services.

Position Description: Serve as the leader of JMU VALOR in collaboration with the Vice President for Student Affairs and the Dean of Students. Manage all aspects of the day-to-day operations including the resource center, supervising student staff, implementing programming, and supporting the Student Veterans Association.

Functional areas included in this office/department:

- Serve regular hours in the JMU VALOR Resource Center and manage its operations
 - Ensure all systems and services are operational
 - Provide a welcoming space for all JMU VALOR students
- Advertise, Hire, and Supervise Work Study students in the Center
- Lead all programmatic efforts throughout the year
- Manage social media and website with updated content and outreach efforts to the community
- Support the monthly Advisory Board meetings to include preparing agendas, taking minutes, leading a committee and following up on tasks that come out of each meeting
- Serve as the direct liaison and advisor to the Student Veterans Association and support their regular activities

1. Students who participate in this experience will gain an understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:

- Selecting, training and supervising Federal Work Study Student staff
- Planning and coordinating all programs for military-connected students
- Coordinating the work of a campus-wide Advisory Board
- Understanding the needs of military-connected students and proposing new ways to serve
- Managing marketing and communication to include social media, website, and other outreach
- Communicating with and thanking donors and other supporters of JMU VALOR
- Serving as a member of the Vice President for Student Affairs team

2. Students who participate in this experience will be exposed to the purposeful application of the following student development, and/or organizational theories:

- Psychosocial Developmental Theories: Chickering and Reisser
- Attribution theory – specifically tied to the processes veteran students go through in coming to college
- Identity Development Theories: Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple
- Transition Theory: Schlossberg
- Typology: DiSC, Myers-Briggs, True Colors, Leadership Compass
- Leadership Styles and Theories

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

- Performance evaluation of our student staff members
 - Program Review to be undertaken in their second year if they remain in the role
4. **Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
- Weekly one-on-one meeting with supervisor
 - Periodic assessment of learning outcomes from learning contract
 - Formal written performance evaluations at the end of each semester
 - Participation in professional development opportunities
5. **Specific expectations of students assigned to this site include:**
- Train and supervise FWS students
 - Manage all aspects of the Resource Center
 - Execute a range of programs throughout the year
 - Represent JMU VALOR at Orientation, CHOICES, Student Org Nights, and other relevant events
 - Attend National Student Veterans Association National Conference (January)
 - Gain an understanding of the philosophy and literature supporting military-connected students
 - Communicate effectively with supervisor, employees, Advisory Board and other relevant partners
 - Role model professionalism, ethical decision making and being responsible for confidential information
 - Be willing to work evenings and weekends, when necessary
 - Create and maintain a schedule to meet assistantship requirements
 - Support the mission of Student Affairs and JMU
 - Perform designated tasks in a timely, organized and professional manner
 - Attend all professional staff meetings/retreats
 - Appreciate diversity and individual differences
 - Assist with special projects as needed
 - Other duties as assigned

Contact Person

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Vice President for Student Affairs

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