

CSPA Assistantship

Number of Positions Available: 1

Office/Department: Office of Orientation & Transition – **Orientation Graduate Assistant**

Director: Casey Ouren

Mission Statement: Orientation and Transition engages students in the JMU learning experience by preparing them to be active and authentic members of the university community.

Position Description: The Orientation graduate assistant in the Office of Orientation & Transition is responsible for the development and implementation of Orientation Peer Adviser recruitment, selection, and training. The Orientation graduate assistant will collaborate with the Transition graduate assistant on transition programming and volunteer recruitment, selection, and training.

Programs associated with this role:

- Weeks of Welcome
- Spring Orientation
- First-year & Transfer Summer Orientation
- Student Leadership Development

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:

- Assist with the development and implementation of student staff recruitment, selection, and training for Orientation Peer Advisers (OPAs)
- Participate in departmental/divisional meetings, planning and projects
- Apply student development/counseling theory to everyday practice
- Understand new student and family needs
- Participate in the review of assessment objectives, instruments, and results
- Contribute to the planning and implementation of Orientation and Transition programs
- Work collaboratively on special projects within the Office of Orientation & Transition and with other university departments
- Participation in professional development opportunities

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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
- Identity Development Theories: Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple
- Transition Theory: Schlossberg
- Generational theories regarding students and their parents
- Typology: Myers-Briggs, True Colors, Leadership Compass, Enneagram
- Leadership Styles and Theories

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

- OPA Workshop Evaluation
- Weeks of Welcome program evaluation and assessment

4. Students who participate in this experience will be evaluated and provided ongoing 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

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

- Observe and assist with the training and supervision of OPAs during Weeks of Welcome
- Assist with Weeks of Welcome programming
- Assist with the recruitment and selection of OPAs
- Plan, lead, and facilitate leadership workshops and training sessions for OPAs
- Assist Leadership Team with planning and implementation of monthly teambuilding activities
- Attend and participate in weekend OPA Retreat (February)
- Option to attend NODA Region 8 Conference (March/April)
- Assist with the recruitment and selection of FROGs
- Assist with the planning and implementation of FROG Spring Training
- Communicate effectively with supervisor, co-workers, staff, and faculty
- 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 the Office of Orientation & Transition, 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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Commented [Bb2]: Do we have one? Does Emma?

Commented [Bb3R2]: I found an old one. Seems unnecessary- all the things outlined in the PD we submit to student employment cover it