

CSPA Assistantship**Number of Positions Available:** 6-9**Office/Department:** Office of Residence Life – Hall Director**Director:** Dr. Kevin Meaney

Mission Statement: The Office of Residence Life is committed to designing and maintaining a caring environment that encourages academic success, personal growth, and responsibility to one's community.

Functional areas included in this office/department: Business Operations, Housing Services, Student Learning Initiatives, Residence Life Community Development

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:

- Supervision/development of student staff team
- Staff training: planning and implementation
- Advising student groups/organizations
- Behavior management/discipline follow up with residents
- Teambuilding: planning and implementation
- Participation in departmental committees and projects
- Writing and presenting performance evaluations
- Collaborative projects with various university departments
- Attendance at departmental and divisional meetings
- Community development theory to practice
- Student development theory to practice
- Managing change
- Communication within an organization
- Writing goals, learning outcomes, and action plans
- Use of technology and housing specific databases
- Opportunity to co-teach a for-credit RA Training Course, Psyc100

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:**
 - Semi-annual perception study analysis and action plan
 - Program/event surveying/evaluation
 - Periodic research projects
 - Self-evaluation and staff-evaluation each semester

- 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:**
 - Arrive late July/early August for pre-service training
 - Stay late/return early for academic breaks/vacations
 - Create and maintain a schedule designed to meet assistantship requirements
 - Support the mission of Office of Residence Life, Student Affairs, and JMU
 - Perform designated tasks in a timely, organized and professional manner
 - Participate in staff selection process
 - Manage hall housekeeping and maintenance issues/reports
 - Manage/report hall occupancy and room changes
 - Guide hall educational and social programming efforts
 - Plan and facilitate weekly meetings
 - 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 residence hall issues, policies and procedures
 - Live in assigned residence hall

Contact Person

Hugh H. Brown Associate Director of Residence Life Office of Residence Life
C101 Huffman Hall
(540) 568-3501
brownhh@jmu.edu