

**CSPA Assistantship**

**Available:** 1

**Number of Positions**

**Office/Department:** Student Leadership and Involvement, Student Life

**Position:** Student Leadership

**Director:** Dr. Jennifer Grossman Leopard

**Assistant Director/Supervisor:** Sydney Baxter

**Mission Statement:** We foster belonging through the personal growth and development of an engaged citizenry by providing inclusive experiences and spaces.

**Functional areas included in this department:** Student Leadership and Involvement, Fraternity and Sorority Life, Off-Campus Life, Facilities and Event Management.

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, including training and evaluation, of undergraduate employees
  - Facilitating professional development opportunities for undergraduate students
  - Event programming
  - Support the implementation of leadership initiatives within Student Leadership and Involvement
  - Assist with Madison Leads, a campus leadership program
  - Assist, plan, and present at undergraduate student leadership retreats and trainings
  - Budget planning and maintenance
  - Attend office, departmental, and divisional meetings
  - Collaborate on projects with various university departments
2. **Students who participate in this experience may be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**
  - Perry's Theory of Intellectual and Ethical Development
  - King and Kitchener's Reflective Judgement Model
  - Kohlberg's Theory of Moral Development
  - Baxter-Magolda's Self-Authorship Theory
  - Chickering's Developmental Vectors – Psychosocial Identity Development
  - Various leadership models and theories
3. **Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
  - Evaluation of student employee performance
  - Create and implement assessment for leadership programming within Student Leadership and Involvement
  - Assist in assessment efforts of Madison Leads
4. **Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**

- Individual weekly meetings with supervisor
- Mid-year and End-of-year formal evaluation with supervisor
- Facilitator evaluations and feedback from student participants in programs, as appropriate
- Regular office operations and team meetings

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

- Supervise Student Employees
  - Meet weekly with supervisees
  - Create and implement evaluation on student employees
  - Assist with the hiring of any vacancies
- Event planning and implementation
  - Collaborate with the Assistant Director of Student Leadership Development to create leadership development opportunities for JMU students
  - Facilitate professional development opportunities for undergraduate students
  - Assist, plan, and present at undergraduate student leadership retreats and trainings
- Assist on Madison Leads
  - Participate on the committee
  - Assist in the assessment of the overall program
  - Assist the Assistant Director for Student Leadership Development with budget management for Madison Leads
- Other duties within reason of the assistantship, including:
  - Attend and support Student Life sponsored events
  - Communicate effectively 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
  - Create and maintain a schedule designed to meet assistantship requirements
  - Support the mission of Student Leadership and Involvement, Student Life, Student Affairs, and JMU
  - Perform designated tasks in a timely, organized and professional manner
  - Plan and facilitate one-on-one meetings with designated staff members
  - Attend sponsored events (including nights and weekends)
  - Attend conferences, workshops, and professional development meetings as deemed appropriate

**Contact Person**

Sydney Baxter

Assistant Director for Student Life, Student Leadership Development

Student Leadership and Involvement

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