Office/Department: Office of Residence Life, Staff Selection & Training

Director: Kevin Meaney

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

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

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:
   - Participate in Residence Life’s Selection & Training Committee
   - Assist in planning and co-instructing Psychology 100 class for new RAs in Spring
   - Assist in planning and presenting informational meetings for prospective undergraduate Hall Director candidates and RA candidates
   - Assist in planning and implementing RA Pre-Release marketing event for prospective RA candidates.
   - Participate in staff selection interviews
   - Assist in planning and presenting January training day for current and newly hired Hall Directors
   - Assist in planning and implementing RA Community Selection Process
   - Present training to current and new HDs to prepare for their role in the Staff Celebration Event
   - Organize and implement the spring ORL Celebration Event
   - Manage multiple projects and develop organizational subsystems
   - Effectively communicate with staff, students and administrators.

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)
   - Involvement Theory (Astin)

3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:
   - Assessment of effectiveness of information meetings and training programs
   - Program evaluation principles
   - Techniques and strategies of student outcomes assessment
   - Goal development
   - Staff satisfaction

4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:
Weekly supervisory meetings
Formal evaluation

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

- Willingness to learn
- Ability to effectively present information to groups
- Flexibility
- Desire to try new ideas, be creative and have fun
- Patience, customer service skills
- Support mission and activities of the Office of Residence Life
- Perform designated tasks in a timely, organized and professional manner
- Work with other departments and offices in the development of programs
- Weekly meeting with supervisor
- Communicate consistently and honestly
- Maintain a positive attitude about job responsibilities

**Contact Person**
Stephanie Carr
Assistant Director of Residence Life
MSC 2401 Huffman Hall A101
540-568-4767
carrss@jmu.edu