INSIGHT ON A CAREER IN
STUDENT AFFAIRS

Can I really make a living doing this?

National Careers in Student Affairs Month 2010
Welcome to the Division of Student Affairs at The Great Bethune-Cookman University. The Student Affairs Staff will support in the holistic development of the B-CU students. This will manifest academically, socially, personally and spiritually.

Our mission is to be the best Student Affairs Division in the nation. We plan to accomplish this by supporting the mission, vision and values of the University. The Division of Student Affairs is comprised of 10 departments: Dean of Students, Residence Life, Religious Life, Campus Safety and Security, Student Health and Counseling Services, Career Services, International Student Services, Judicial Affairs, Student Activities and New Student Orientation.

The Division is committed to communicating and collaborating with the entire University community to help students and accomplish the academic mission. We are in the midst of re-building the Division along with a long-term strategic plan. A few of our highest priorities for the future include: transformational student leadership development, and student spiritual, moral and professional development.

Welcome to Wildcat Country!!

Dwaun J. Warmack
Vice-President for Student Affairs
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Student Affairs?</td>
<td>4-5</td>
</tr>
<tr>
<td>Career Opportunities</td>
<td>6</td>
</tr>
<tr>
<td>The Next Step</td>
<td>7</td>
</tr>
<tr>
<td>Select Graduate Preparation Programs</td>
<td>8</td>
</tr>
<tr>
<td>Select Links</td>
<td>9</td>
</tr>
<tr>
<td>Glossary of Common Terms</td>
<td>10</td>
</tr>
</tbody>
</table>
The term “Student Affairs” has become more complex since its inception. At its core, however, is the concept of educating the whole Student.

The responsibilities of a Student Affairs office vary by institution, but there are certain expectations that are common in the field. Student affairs professionals provide programs and services to student and institutions and are expected to:

- Support and explain the values, mission, and policies of the Institution
- Participate in the governance of the institution and share responsibility for decisions
- Assess the educational and social experiences of students to improve the institutional programs
- Provide and interpret information about students during the development and modification of institutional policies, services, and practices
- Establish policies and programs that contribute to a safe and secure campus
- Effectively manage the human fiscal resources for which Student Affairs is responsible
- Support and advance institutional values by developing and enforcing behavioral standards for students
- Advocate student participation in institutional governance
- Serve as a resource to faculty in their work with individual students and student groups.
WHAT IS STUDENT AFFAIRS CONTINUED...

- Advocate and help create ethnically diverse and culturally rich environments for students
- Assume leadership for the institution’s responses to student crises
- Be intellectually and professionally active, explore options for further study, and secure employment
- Establish and maintain effective working relationships with the local community
- Coordinate Student Affairs programs and services with Academic Affairs, Business Affairs, Development, and other major components of the institution
- Assist students in successful transition to college
- Help students explore and clarify values
- Encourage development of friendships among students and a sense of community within the institution
- Help students acquire adequate financial resources to support their education
- Create opportunities for students to expand their aesthetic and cultural appreciation
- Teach students how to resolve individual and group conflicts
- Provide programs and services for students who have learning difficulties
- Help students understand and appreciate racial, ethnic, gender, and other differences
- Design opportunities for leadership development
- Establish programs that encourage healthy living and confront abusive leadership
- Provide opportunities for recreation and leisure-time activities
- Help students clarify career objectives
Within the realm of Student Affairs lies a myriad of career opportunities. Here are just a few areas to consider:

- Academic Advising
- Greek Affairs
- Health Services Administration
- International Student Affairs
- Judicial Affairs
- LGBT Services
- Multicultural Affairs
- Orientation/First Year Programs
- Residence Life and Housing
- Service Learning
- Student Activities/Government
- Student Affairs Research
- Student Union Administration
- Women’s Centers
- Admissions
- Alumni Affairs
- Athletics
- Campus Ministry
- Campus Safety
- Career Services
- Commuter Affairs
- Counseling
- Development and Fundraising
- Disability Services
- Distance Education
- Diversity Programs
- Facilities Management
If you are interested in a career in student affairs, the next step involves finding a graduate preparation program. On the following page, you will find a select list of institutions that offer preparation programs. Keep in mind that other institutions may offer related programs, and that this is a list of student affairs programs. If you are not geographically limited, it might be a good idea to research up to 15 schools. Once you have obtained the information, you will need to develop a list of criteria that you are looking for in a prospective institution.

The following is a possible list of criteria that you may use when narrowing down your choice of institutions:

- Available assistantships
- Available housing
- Cost (Tuition)
- Full/Part Time program
- Size of school
- Location
- Size of program
- Length of program (most are 2 years)
- Type of program
- (M.A., M.Ed., M.S., counseling or administrative based)

After organizing your data on various institutions, you will then want to select your top 2 or 3 schools that you would like to apply to. That may sound like a small number, but there is usually a $40-$50 application fee on average per institution. So you would like to keep that cost to a minimum. Personal statements/essays are often part of the application process. Some institutions will even require interviews with current faculty. Please plan your search accordingly to make sure you have time to schedule any interviews and/or visitation days. Standardized tests, such as the GRE, are a requirement for some programs but not all. You may want to check with the institutions you are interested in to see what they are looking for in terms of scores/ranges.
Here’s a list of other programs you might consider. For comprehensive lists of graduate programs, please refer to the ACPA and NASPA websites.

- Appalachian State
- University Boston College
- Clemson University
- Indiana University
- Michigan State University
- Florida State University
- New York University
- North Carolina State University
- Hamilton University
- Ohio State University
- Pennsylvania State University
- Seattle University
- Seton Hall University
- St. Louis University
- Texas A & M University
- University of Florida
- University of Georgia
- University of Louisville
- University of Maryland
- College Park University of Memphis
- University of Nevada Las Vegas
- University of South Carolina
- University of Tennessee Knoxville
- University of Virginia
- Virginia Polytechnic Institute & State University
SELECT STUDENT AFFAIRS WEB LINKS

  - Naspa: Student Affairs Administrations in Higher Education
    - American College Personnel Association
      http://www.naspa.org/
    - American College Personnel Association
      http://www.myacpa.org/index.cfm
  - Association of College and University Housing Officers—International
    http://www.acuho.ohio-state.edu/
  - Association of College Unions International
    http://www.acui.org
  - Association of Fraternity Advisors
    http://www.fraternityadvisors.org/
  - National Association for College Activities
    http://www.naca.org/
  - National Orientation Directors Association
    http://www.nodaweb.org/
  - Association for the Study of Higher Education
    http://www.ashe.ws/
  - American Educational Research Association
    http://www.aera.net/
  - National Association for College Admission Counseling
    http://www.nacacnet.org/
  - American College Health Association
    http://www.acha.org/
ACPA—American College Personnel Association. A national organization established to unite student personnel professionals on a national basis. Provides publications as well as sponsors an annual national conference which includes programs and placement services.

Assistantship—A form of financial aid offered at most institutions to students pursuing graduate education. This usually requires working in a specific area and receiving a stipend.

Comprehensive Exam—Also called comps. This is an assessment given at the end of the program to determine skills and competencies acquired during course of study.

Doctorate—The doctorate is an academic degree of the highest level. The Ph.D. is designed for those who are interested in research and teaching. The Ed.D. is designed for those interested in administrative or specialized positions in education.

Internship—A supervised, practical experience; usually a program requirement. Can be paid or unpaid.

M.A.—The Master of Arts degree (in Student Affairs) is designed for those who are interested in research and advanced knowledge in assessment.

M.Ed.—The Master of Education degree (in Student Affairs) is designed for those who are interested in becoming a practitioner in the field of student affairs.

NASPA—The National Association of Student Personnel Administrators. A national association similar to ACPA. Publications and an annual conference including programs and placement are some functions of this organization.

Practicum—A practical supervised experience which includes seminars and supervision from a faculty member. This is usually a program requirement and is unpaid.

Student Affairs—Refers to the division at an institution established to serve the developmental and administrative needs of the student.

Student Development—Refers to the theory used in many Student Affairs programs. This discusses the development of the whole student.

Thesis—Involves theoretically based research including a literature review, definition of issue, and background. Defended before a panel of faculty.