

Controlling Your Powers: Preparing to be a Professional in Student Affairs



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Concerns from New Professionals Discovered in Research

- ◆ (R&J-A) High rate of attrition from the field. Estimates of 50-60% within the first 5 years
- ◆ Concentration on job satisfaction
- ◆ Bottleneck in the career

So What?

- ◆ Loss of talent and training in the field
- ◆ Improve supervision and professional dev. of new professionals
 - CAS
 - Competency areas ACPA/NASPA
- ◆ Doing a better job preparing new professionals
 - Masters program preparation in higher ed and SA for the transition to full time work

Making the Transition to Being a New Professional

- ◆ New Set of Responsibilities:
 - ◆ Supervision of staff or more larger staff (undergrad and grad)
 - ◆ More areas within a department to oversee
 - ◆ Playing a larger role with crises on campus
 - ◆ Overseeing finances for a larger area
 - ◆ Administrative tasks: reports, charts, spreadsheets, etc.



Making the Transition to Being a New Professional

- ◆ New Level of Expectations:
 - ◆ Expectations from department, supervisor, colleagues, and staff
 - ◆ These expectations can change
 - ◆ Expectations for attire, professional conduct, interactions, and more

Making the Transition to Being a New Professional

- ◆ Schedule Changes:
 - ◆ Bye bye classes; hello 8 to 5
 - ◆ Possible evening and weekend commitments
 - ◆ Meetings are coming...
 - ◆ Requesting time off and the impact of productivity
 - ◆ What about everything else in your life?

Common Challenges New Professionals Face



Unwritten Rules



- ◆ Not in the job description or expectations
- ◆ Key component of how people operate and how business gets done
- ◆ Not all of them are bad
- ◆ What are some examples of unwritten rules in your department or institution?

Organizational Culture

- 💧 “How things are done around here”
- 💧 Commit yourself and work hard



Institutional Climate, Culture and Politics

- ◆ It is about relationships
- ◆ Implement your strong interpersonal skills
- ◆ Immerse yourself in the campus culture

Professional Ethic

- ◆ Defined as the integration of personal values, professional ethics, and institutional expectations and cultures
- ◆ Resources on Professional Ethics:
 - ◆ NASPA/ACPA Professional Competency Areas
 - ◆ ACPA Statement of Ethical Principles and Standards
 - ◆ CAS Standards
- ◆ Ethical dilemmas occur everyday in Student Affairs

Ethical Situations You May Experience

- ◆ Social networking sites
- ◆ Assisting students in need
- ◆ Relationships with students
- ◆ Bending rules
- ◆ Excessive workload
- ◆ What are some you have or are worried you may experience?

Creating Your Own Professional Ethic

- 💧 Think about the student's best interest
- 💧 Promote social justice
- 💧 Be aware and accepting of all differences
- 💧 Be an agent of change
- 💧 Practice makes perfect
- 💧 What do you do when your ethic is challenged?

Finding Your Supervisory Style and Managing Up

◆ Supervision Style

- Develop the ability to lead and to coach
- Clear about expectations
- Be okay about being wrong

◆ Managing up

- Guide them! They want to help you but you need to direct
- Get a clear understanding of job expectations from supervisors
- Set the agenda for meeting opportunities
- Send information in advance

Balance is not...

- 💧 Time management
- 💧 Cookie cutter
- 💧 Giving 110% to every facet of your life
- 💧 Just work and life

Balance is...

- 💧 Self-reflection and self-examination
- 💧 About making choices and feeling confident in them
- 💧 Taking time for yourself (however that looks)
- 💧 Establishing certain boundaries

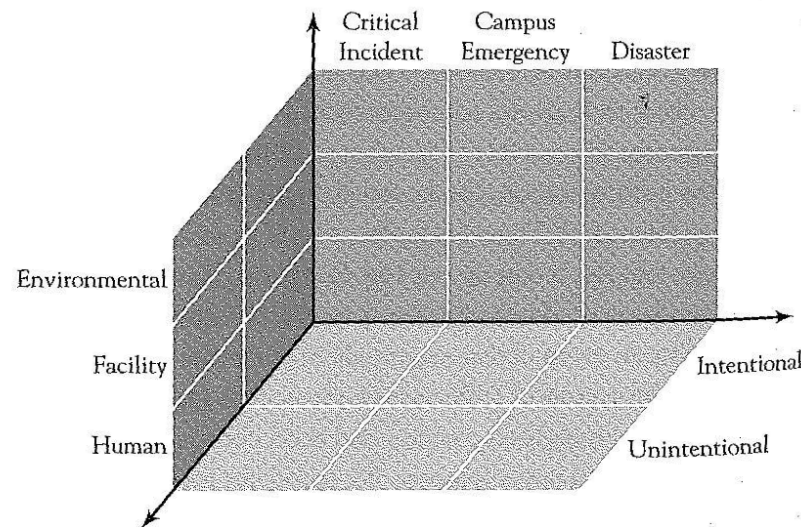
Crisis Management

- ◆ An overview:
 - ◆ These skills are necessary for a job in Student Affairs
 - ◆ Crisis can mean different things to different people
 - ◆ Those day to day crises will take up most of your time

Crisis Management

- It is an on going process (cyclical)
- There are different types (Crisis Matrix):

Figure 2.1. The Crisis Matrix



Crisis Management

- ◆ Find crisis management resources on your campus:
 - ◆ Look back at training materials
 - ◆ Search your institution's website
 - ◆ Revisit material from graduate school
- ◆ Know your role in different situations:
 - ◆ What does the institution expect of me?
 - ◆ What does my department expect of me?

Development of Transferable Skills

(budget writing, report writing, mentoring, and workshops, facilities)

- ◆ Self-motivation is critical
- ◆ Identify something of interest to you
- ◆ Administrative shadowing/others
- ◆ Professional Associations
- ◆ Learn on your own

Creating a Professional Plan



Creating Your Own Plan for Success

- ◆ New student affairs professionals should have some type of road map or guide
- ◆ Professional development is more than just conferences
- ◆ Look at competencies for your current and future areas of work

How Do You Construct a Plan?

- ◆ Identify outcomes (similar to learning outcomes for a program)
- ◆ Create goals to support the outcomes you created
- ◆ Incorporate activities/action plans to achieve each goal (include timelines)
- ◆ Evaluate yourself and your progress throughout the year

Future Directions

- 💧 Paddle faster with the current
- 💧 Stay learner centered
- 💧 Becoming a pluralistic culture
 - 💧 Develop b/c the US demographics is changing
- 💧 Incorporation of technology
- 💧 Examples of the iPhone
- 💧 Redefine PD – opportunities on campus, MOOCs like
- 💧 Get a mentor!
- 💧 Know steps to move up

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