

**DEPARTMENT NAME: National Scholars Program/Calhoun Honors College, 2010-2011**

**POSITION TITLE:** Graduate Assistant

**PAY:** \$10,500, 30 hours per week, fall and spring, plus tuition assistance – possible summer 2011 employment and pay

**QUALIFYING DEGREE PROGRAMS:** Student Affairs

The successful candidate will have a background or interest in advising and programming for academically high-performing college students. We are looking for someone who is organized, thorough, enthusiastic, creative and comfortable working in a flexible academic environment. Ability to manage multiple project and types of projects (ie, advising, programming, development, research) a must. Must be available beginning Aug. 9, 2010. Two-year commitment preferred. Time divided between in-office responsibilities (including direct student advising) and programming responsibilities (including some evening and weekends, as able). Laptop provided, plus support for professional association memberships, conferences and travel.

**JOB DESCRIPTION:** The Clemson National Scholars Program (NSP) and the Calhoun Honors College (CHC) collaborate to recruit, select, teach, advise and enrich the lives of academically high-achieving student leaders. The NSP is Clemson's premier undergraduate scholarship program, offering an extensive educational enrichment program to approximately 40 of Clemson's top students, all of whom are in the CHC. The CHC serves approximately 1000 undergraduates, who complete a rigorous application and selection process to participate in a challenging and rewarding academic program. Programmatic offerings for both offices include specialized orientation sessions, new student retreats, freshman seminars, studies abroad, educational travel experiences, community-building programs, professional development workshops, and multiple student-led endeavors. These are academic affairs departments seeking aspiring student affairs professionals.

The graduate assistantship provides support in the three key areas listed below, but can evolve to include interests of the successful candidate. We encourage and solicit new programming and research ideas, and also encourage appropriate professional development opportunities throughout the year.

RECRUITING/MARKETING/SELECTION:

- Assist in publication development, mass mailings, prospect correspondence and web site.
- Assist in coordinating and managing the honors college admissions process and NSP selection process.
- Help plan NSP Weekend, a 3-day event hosting approximately 40 finalists (plus another 60 family members) to be interviewed for the Scholarship. Specific responsibilities include coordinating transportation, lodging and event logistics; coordinating finalists interview schedules; coordinating current Scholar activities during the Weekend; advising Weekend Welcome Team; and troubleshooting during the Weekend.

PROGRAMMING:

- Coordinate and create special events, including classes, seminars, discussions, dinners, kick-off and year-end events, etc.
- Develop and coordinate programs that enhance knowledge, skills and abilities of students, including professional development, internship and graduate school planning, and orientation activities.
- Develop and implement assessments and evaluations of activities, assisting in meeting Clemson assessment records
- Conduct periodic lit reviews and research re: high-performing college students
- Develop alumni networks for both programs
- Maintain NSP office so that it is a welcoming, student-friendly space
- Advise new Scholar retreat team, including selection, training and planning, as well as other student committees in both areas
- Seek opportunities, on campus and off, to cultivate students' leadership, service and intellect.

ADVISING:

- Meet with all NSP students throughout the year and CHC students as requested, in formal and informal meetings, to discuss career, academic and personal goals, and to develop strategies for continued success; a comfort level with discussing personal matters, as well as maintaining confidentiality, is a *must*.
- Offer career and academic advice that complements primary campus and departmental advisors
- Help underclassmen in researching and applying for summer internships and learning opportunities, and upperclassmen in researching and applying for graduate schools, fellowships and jobs

Important and Required Dates for 2010-2011:

- Start: Aug 9, 2010
- NSP New Scholar Retreat (overnight, off-campus): Aug. 11-13, 2010
- NSP Weekend: Feb. Feb. 25-27, 2011
- Senior NSP Retreat: TBD in spring 2011
- TBD events for CHC (Honors Day, showcase events for prospects, programs in honors residence hall)

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