Position Title: Campus Activities and Events Graduate Assistant (Barnes Center Programs)

Hours: 28 hours per week, 12 months

Division: Student Affairs

Department: Campus Activities and Events

Supervision: Nikki Williamson, Associate Director (anw6@clemson.edu, 864-656-4851)

Compensation: $16,051 annually and tuition waiver

Qualifications:
Applicant must be accepted to or enrolled in a graduate program at Clemson University. Desired candidates will be enrolled in the Master's of Education in Student Affairs Program.

General Responsibilities:
This position will serve primarily as a member of the department’s Student Programs team and will assist with the development, implementation, and assessment of a weekend programming series for The Barnes Center. The graduate assistant will also have responsibilities assisting with the U-NITES late night program. This position may also assist with the management and planning of a variety of departmental programs and events. The position is meant for an individual who takes initiative, works autonomously, has the ability to multi-task, and has a desire for frequent and positive professional interactions with students. This position has late night and weekend work responsibilities.

• Create, plan, implement, and assess the programs and activities of The Barnes Center (alternative late night programming and activities).
• Effectively market and brand The Barnes Center, its programs, and related events and activities on campus that connect with the center’s mission.
• Keep accurate attendance records of all Barnes Center events and activities.
• Assist with the management of an $85,000 programming budget.
• Conduct research on best practices, trends, and issues of late night and weekend programming.
• Perform benchmarking research and collect data on peer institutions.
• Serve as the co-advisor to the Late Night Program Student Advisory Board for U-NITES and Barnes Center Programs.
• Promote the mission of the department, the division of student affairs, and Clemson University.
• Maintain positive and professional relationships with the students, faculty, staff, and campus departments/partners.
• Collaborate with all Campus Activities and Events departmental staff to create an integrated and team-oriented approach to the delivery of programs and services.
• Assist with the implementation of departmental programs, services, events, and functions if needed.
• Serve on assigned departmental committees.
• Perform other duties as assigned.