Position Title: Campus Activities and Events Graduate Assistant (Late Night 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 who is responsible for working with the late night program called U-NITES, but will also have responsibilities working with Barnes Center programs and events. 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 for the U-NITES Program (alternative late night programming and activities).
- Effectively market and brand the U-NITES’ program and its activities.
- Keep accurate attendance records of all U-NITES programs and activities.
- Assist with the management of an $80,000 programming budget.
- Conduct research on best practices, trends, and issues of late night programs.
- 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.